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# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

Thurs. Jan. 27<sup>th</sup>, 2000  
3:00 to 5:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
5<sup>th</sup> Floor Conference Rm.

Meeting called by: Co-Chairs:  
Michael Discepola, Community Co-Chair  
Larry Meredith, Acting DPH Co-Chair  
A. Toni Young, Community Co-Chair

Please read and bring: Agenda

## All Items Include Public Comment

1. Welcome/ Introductions/ Announcements/ Minutes	A. Toni Young	3:00—3:10 PM
2. Public Comment	Monika Hudson	3:10—3:15 PM
3 Co-Chairs' Vision for 2000	A. Toni Young, M. Discepola	3:15—3:30 PM
4. Steering Committee Role for Year 2000	A. Toni Young, M. Discepola	3:30—3:45 PM
5. Restructuring Task Force – Discuss Item #1 to #4	A. Toni Young, M. Discepola	3:45—4:15 PM
6. Report on State RFA Submittal	Larry Meredith	4:15—4:25 PM
7. February 2000 HPPC Agenda	All Steering Committee Members	4:25—4:45 PM
9. Evaluation and Closure	Monika Hudson	4:45—5:00 PM

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

Next Steering Committee Meeting-Thursday, February 24<sup>th</sup>, 3-5 p.m., AIDS Office, 25 Van Ness, Rm3330 B

**Members Present:**

Michael Discepola  
John Blake West  
Toni Young  
Larry Meredith

**Members Absent:**

Michael Bogan  
Lyn Fischer Ponce

**Process Evaluation:**

Wendy Hussey

**DPII/AIDS Office Staff:**

Kate MacLaughlin  
Tracey Packer

**Harder&Co.:**

Dara Coan  
Michael DeMayo.

**Polaris Research & Dev., Inc.:**

Cicily Emerson  
Lisa Manning

**1. Food/Welcome/Introductions/Announcements**

Minutes from the previous meeting will be reviewed at the next meeting.

Kate announced that she would be leaving her job in two weeks.

John suggested plans to fill a second at-large community member position on the Steering Committee. February will be used to recruit and March to vote and elect the member.

**2. Public Comment**

None

**3. Co-Chairs' Vision for 2000**

Toni stated that the Co-Chair were in line with the Restructuring Task Force Recommendation to focus the work of the council on the nine requirements by CDC and the goals and objectives of the Cooperative Agreement. She noted that all of the Council's Work this year leads to the accomplishments of the goals and objectives and ultimately to the writing of the 2001 Cooperative Agreement. She explained that by the end of the year, the Council would have a new HIV Prevention Plan.

Toni stated that anything not outlined in the goals and objectives of the Cooperative Agreement would not be addressed by the HPPC as agreed and voted on by the full membership. She cited that resources and time were used up during 1999 by issues not related to the Cooperative Agreement. Given there is a great deal of work to complete in 2000, they will need keep the HPPC on task this year.

In addition she stated the Community Co-Chairs' desire to have a better working relationship with the consulting groups that provide the HPPC technical support. There are more places for partnership where people can support each others' work.

Michael Discepola stated that the bathhouse issue was a good example to use. Specific prevention issues can come up from a discussion like that (for example, is adequate prevention being done in this type of venue?). He stated that the responsibility of those in leadership roles is not only to make the work happen, along with everybody else, but to frame what the work is in relation to the Council's purpose and the Cooperative Agreement.

Toni stated that an important element of the Co-Chairs' Vision is to maintain and to support the relationship with the DPII. The Council can be critical of the DPII, but is in a partnership with them and must determine ways to strengthen the partnership in the best interest of HIV Prevention and Community Planning in San Francisco.

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

Larry stated the Co-Chairs want to clarify what resources are needed to support the HPPC from the Department's point of view, to not duplicate the work, and to be clear with the consultants what is required by them. The Department has assigned one person to oversee the two consultant contracts (Tracey Packer) and DPH staffing. He is working to ensure that a hiring freeze in the Department does not affect their grant-funded positions.

Kate asked whether the Co-Chairs' Vision was going to be written up and distributed to the Council. Toni replied that they would write it up at the Co-Chairs meeting with the assistance of Technical Support.

#### **4. Steering Committee Role for Year 2000**

Toni reported that the Steering Committee's role was going to be of greater importance for the year 2000. She noted that few committee members were present which can weaken the role of the Steering Committee. She noted that Steering Committee members should understand that their input is very important and when they are not present at a meeting where decisions are to be made, decisions will be made without their input.

John asked whether a Co-Chair could be present at each upcoming committee meeting to discuss committee chair duties. Michael will be attending Priority Setting, Toni will be attending Membership, and Larry Meredith agreed to attend the Feb 2<sup>nd</sup> Strategic Evaluation Committee meeting for that purpose.

Larry asked if there was a restriction on other subcommittee members substituting when a chair or co-chair could not attend Steering. Toni replied that the Standing Rules state that only one of the committee co-chairs could have a vote on the Steering Committee, and it had to be the same person. Larry then suggested that when a particular chairperson of a committee is busy, the committee should elect a co-chair to attend so the committee is represented.

Michael Discepolo stated that it may be a challenge to get co-chairs on some of the smaller committees. The Steering Committee may have to make future decisions how to deal with this issue.

John questioned whether there was a document that outlined the members and the structure of the different committees. Tracey responded that she had the information.

Tracey announced the HIV Prevention staff assignments to the different subcommittees. Each subcommittee has at least one staff who is a voting member and additional staff who do not vote, but act as liaisons. Gigi will be taking over for Kate in the Membership Committee. Tracey and Delia will staff Priority Setting. Kristen Clemente and to be hired health educator will staff Strategic Evaluation. John Pabustan, a program manager of the HIV Prevention Section, will also be attending Strategic Evaluation. Tracey will most likely staff the Epidemiology Work Group along with others to be determined. For Steering, Tracey will attend, but Gigi will be the main staff (both non-voting). Tracey will staff the Co-Chairs' meeting. Willie McFarlande will serve on the Epidemiology Work Group as a Council member.

Toni asked the Prevention Branch to clarify its role at the meetings. Tracey replied that Kate is working on a document that outlines this. Historically, one staff has been a voting member, but their role is mainly liaison, for example bringing data, feasibility of recommendations, and the Department's point of view rather than individual opinion to the table. In addition, staff have a role of logistics and technical support to the chair to plan the meeting. She noted that it was complicated due to the different types of training the staff members have. She noted they are not to express personal opinions, only make suggestions and use public health expertise to provide input. She wanted that to be clear.

Toni responded that her confusion occurs when there is a small meeting with HPPC members who work for the Department and staff who work for the committee as liaison. Tracey replied that the by-laws state that if DPH ever outnumbers the group, only one is allowed to vote. In addition, if the vote is controversial, the staff person would be cautious about voting.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

Toni stated that she does not think the liaison should be a voting member. She respected their expertise, but thinks the voting allows the DPH to have more of an effect on the planning process than the Council is aware of. Tracey responded that the Council should be aware of this, as the Council has always functioned following this process.

John felt that the department staff should better represent department policy and perspective. Tracey agreed with this concern and will meet regularly with staff to address this and other issues.

Regarding the voting of DPH staff, Tracey suggested that it be discussed further at another time. Toni agreed it needed to be discussed further. Tracey asked that this be done soon since the committees are reconvening over the next few weeks.

Michael DeMayo asked for the specific language when determining who gets to vote on the committees. Toni stated it was in the standing rules (which are being rewritten). Michael suggested that voting rights should be very clearly stated, perhaps in a by-law. Toni and Tracey agreed that, once a decision was made, it would be clearly written.

Michael DeMayo announced that Harder and Co. would not be giving technical support to the Membership Committee this year. They will focus their efforts on rewriting the Strategic Evaluation Plan and the Epi Chapter. Much of the work done for the Membership Committee has been administrative as opposed to technical support, and that Harder and Co. will still participate in organizing trainings for the Membership Committee. He stated that Dara would be giving technical support to Strategic Evaluation, he would be the support person to Priority Setting and the Epi Workgroup, and both will probably be attending the Steering Committee and Co-Chairs meetings.

A discussion followed concerning the distinction between technical and administrative support and the role of the consultants vs. the role DPH staff. Michael DeMayo gave the example that Harder and Co. might help develop first time materials, but reproduction of those materials from year to year should become an ongoing administrative staff function. It was clarified that Kate was developing the new application for the Membership Committee and that Gigi will be taking over for Kate when she leaves.

Larry mentioned that Tracey would need to ensure that the necessary resources for staffing the committees' work are available and also would have a strategy if the Department is unable to keep up with staffing needs. Tracey stated the Prevention Section staff is the front line and they will make the first assessment when they would do the work or would find it appropriate for a consultant group. It was clarified that Tracey was specifically managing the consultant contracts and thus will be able to make the decisions needed to get the work done.

**5. Restructuring Task Force-Discuss Item 1.4 Implementation Issues and prioritize others.**

Dara presented Item 1.4 (see attached), which the Council voted to have the Steering Committee rework.

John started the discussion by stating that he thought the issue was that HPPC should not be involved in program or contract management. Michael DeMayo explained that the discussion at the last council meeting focused on the fact that contractors were complaining at HPPC meetings about the monitoring of their contracts. There was concern that there was no role for the HPPC in that process. He suggested the wording be changed to "the HPPC shall not be involved directly in contract management issues... that is the role of the program manager".

Larry explained that when contractors felt discriminated against, they would bring their grievances to the Council because there was no other appeal process. The Council was their last resort. He suggested that the item should discuss the role of the HIV Prevention Section in implementing the priorities established by the HPPC, and that when a contract management dispute arises, Prevention will have an appeals process.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

Tracey thought that the issue was sometimes related to HPPC recommendations that are implemented and are not feasible and need adjustment. The HPPC wants to hear feedback about its recommendations and currently there is no forum for this. This needs to be addressed.

Kate stated that it was important that the intentions of Item 1.4 be clearly understood. The wording should include something about the appeals process, so that it doesn't appear to forbid program representatives from talking directly to the HPPC. It should suggest that they first go through an appeal before talking to the HPPC.

Toni asked whether there was an appeals process for contractors. Larry replied that there was. Toni replied that therefore the item should clearly state that the HPPC does not have a role in the management of individual contracts. Secondly, it should say that contractors are allowed to appeal and to report their findings to the HPPC (even though the Council will not be able to do anything about it).

Michael DeMayo directed the discussion back to Tracey's comments. He stated there are two issues: (1) the contract management issue; (2) the process for the Council to know whether its priorities are being implemented by the Department. The Council has a role in hearing from the community regarding proper implementation of Council priorities. The Council does not have a role in the management of individual contracts. Michael suggested that Item 1.4 become two separate items.

John stated he believed the Council has a legitimate role in identifying and making recommendations about flaws in the priorities and implementation.

Michael Discepola suggested that in both scenarios people could go to HPPC, but the HPPC would only have a role in one. Perhaps people should first come to the Steering Committee where there is time to thoroughly address the issues, and the Steering Committee could report back to the Council.

Dara suggested that the last sentence of Item 1.4 be stricken. The wording of the first sentence should be changed from "implementation" to "contract management". She suggested that the second issue be addressed through a policy change written into the Standing Rules.

Tracey agreed and stated the need to think through the best way to establish the feedback loop, with a clear process and authorities outlined. Michael Discepola responded that they should come up with an alternative now. If they do not change the item, it would not be passed at the next council meeting.

After a few more suggestions, Toni suggested that the reference to the program manager should be stricken because in reality it is the Department. She also questioned whether issues should be brought up at the Steering Committee. Larry proposed a quarterly report to the Steering Committee regarding implementation issues. Michael Discepola suggested that Tracey be the designated liaison from the Department to the HPPC and should contact the co-chairs before the issues came to the Steering Committee.

Michael DeMayo suggested that, rather than creating a new item, the two issues found in item 1.4 should be presented. Item 1.4 has been changed to reflect the contract management issue and the feedback issue should be addressed by adding to the Standing Rules to be completed by the Co-Chairs.

The consensus reached was that the Item 1.4 would be presented to the Council as **"The HPPC shall not be involved directly with contract management issues. This is the role of the HIV Prevention Section."**

A preliminary draft of the Standing Rule would be presented to the council based on the following wording (suggested by John). **A community body may petition the Steering Committee of the HPPC to express concerns about the substance or implementation of the priorities established by the Council.**

**6. Recommendation for Bylaw Change: Article VII, Section 7: The presiding Co-Chairperson may vote.**



HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

Tracey presented the bylaw which underlines the suggested changes (see attached). The by law was changed to allow the presiding co-chairperson to vote if the meeting was facilitated by an outside facilitator. The change was presented to the Council.

No one objected to the change. Michael Discepolo mentioned that they were going to meet with Monica to discuss council facilitation and monthly attendance. The item was given to Technical Support for clearer rewording regarding the voting policy when there is no outside facilitator.

## **7. Report on RFA Submittal**

Larry reported that the State issued an RFA in early December for four categories of high risk. The Department responded that they would address three of the four (youth, people of color, and MSM) but subsequently had a staffing issue. Kristen Clements polled youth providers and realized there was no provider with the capacity or interest to establish community wide drop in program. A strong proposal was submitted to contract with FARC to expand their services to night and to serve people of color. Unfortunately, they did not submit for the MSM because of the unavailability of a certain grantwriter and lack of staffing.

Larry stated that the experience revealed the need for developing resources strategically so when the need arises again they will have proposals. Toni suggested the need to expand the network of providers. Kate mentioned that the RFA for youth was very specific about the program and there was no provider in the city that could do a program under the specifications. Larry stated that, when another RFA addressing MSM comes out, they would have a proposal ready. Tracey mentioned that the FARC proposal would be reaching MSM, IDUS, and transgendered people among others.

## **7. February 2000 HPPC Agenda/Review Parking Lot**

Tracey suggested that they determine the time to be allotted to Item 1.4 and the Restructuring Task Force (see attached agenda) and then place a few of the parking lot items there.

Michael Discepolo suggested that an item in the Parking lot regarding recruiting a Unified School District representative be referred to the Membership Committee. Everyone agreed with this. Dara stated that the item would be moved to the Addressed and Removed item list.

The following items were added to the HPPC agenda for the February meeting:

- A Presentation from Father River Simms about his work
- Recruitment for the Epidemiology Working Group by Harder & Co.
- Recruitment for the second At-Large community member slot for the Steering Committee

Are of Refuge, BCA, and Iris Center, recipients of the Congressional Black Caucus Initiative funding, will be an alternate for a presentation if Father River Simms is unable. The Initiative and an Epidemiology presentation were other suggestions discussed for the agenda.

Michael reminded the group that the agenda items needed to be numbered in accordance with the Guidance Document. It was clarified that Technical Support would be doing the numbering along with the Department, but that the Department would take over the responsibility in the next few months.

## **9. Evaluation and Closure- Set agenda for 2/24 (Steering)**

Michael Discepolo stated he was concerned about the Contact Tracing/HIV Reporting issue that was to be discussed by the Steering Committee and then brought back to the Council. He suggested it go on the February agenda.

Tracy urged everyone to recruit community members so that the committees achieve IRP. The applications will be reviewed by the Steering Committee at the next meeting.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee Meeting Minutes  
January 27, 2000

The following items were decided for the next Steering Agenda:

- 30 minutes for restructuring
- 10 minutes to welcome new chairs/co-chairs and review roles and responsibilities
- review Scope of Work of Committees
- discuss Standing Rules

Toni stated that a draft of the Standing Rules will be completed or a plan to do will be submitted by February 24<sup>th</sup>.

Larry asked if there was an outline of the committee's scope of work for the year. Tracey said they would put their goals and objectives, from previous notes taken, into a scope of work with a time frame.

Tracey stated that in reviewing the scope of work for the Strategic Evaluation Committee that there was a lot there. There may be too much work in the scope for committees to complete this year. Chairpersons should be asked to give updates on their scopes of work at the next meeting. She would include all the objectives, which may later change, into the large outline.

Larry suggested that one of the key aspects of the Co-Chairs Report should be the scopes of work of the committees, which should be visually presented to the Council.

Toni announced that she submitted a request to 3Comm, manufacturer of palm pilots, to donate 27 palm pilots to the Council.

Minutes written by Cicily Emerson

Minutes reviewed by Michael Discepolo and Tracey Packer

Attachments:

Item 1.4

Suggested Change to Bylaws, January 27, 2000

HPPC February 10<sup>th</sup> Agenda

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. Feb. 24, 2000**

**3:00 to 5:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**5<sup>th</sup> Floor Conference Rm.**

## Meeting called by:

### Co-Chairs:

Michael Discepola, Community Co-Chair

Larry Meredith, Acting DPH Co-Chair

A. Toni Young, Community Co-Chair

*Please read and bring:* Agenda

## All items include Public Comment

1. Welcome/ Introductions/ Announcements/ Minutes	Larry Meredith	3:00—3:10 PM
2. Public Comment	Larry Meredith	3:10—3:15 PM
3. Welcome new Chairs/ Steer Comm. Roles & Resp.	Larry Meredith	3:15—3:25 PM
4. Approval of community members for committees	All Committee members	3:25—3:30 PM
5. Update from each committee	All Committee members	3:30—3:35 PM
6. Restructuring	Michael Discepola	3:35—3:50 PM
7. Overview of Prop G / Public Comment & Security	Larry Meredith	3:50—4:05 PM
8. Contact Tracing	Toni Young	4:05—4:15 PM
9. Approve Letters of Support—for CDC applications	All Committee members	4:15—4:30 PM
10. Mar. 9 HPPC Agenda/ Pull items from parking lot	All Committee members	4:30—4:50 PM
11. Evaluation and Closure- Set March Steering agenda	Michael Discepola	4:50—5:00 PM

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**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**February 24, 2000**

Next Steering Committee Meeting: Thursday, March 23, 3-5 p.m., AIDS Office, 25 Van Ness, Rm 330 B
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**Members Present:**

Bill Barnes  
John Blake West  
Larry Meredith  
A. Toni Young

**Members Absent:**

Michael Bogan  
Al Cunningham  
Michael Discepola  
Marcos Banales

**DPH/AIDS Office Staff:**

Delia Garcia  
Gigi Gregory  
Tracey Packer

**Harder&Co.:**

Dara Coan

**Process Evaluation:**

Kevin Roe

**MGT Group:**

Monika Hudson  
Sharifa Wilson

**Polaris Research & Dev., Inc.:**

Cicily Emerson

**Guests:**

Terri Giovanni, MNHC  
Teresa Betancourt, MNHC  
Heather Ashare, Native American AIDS Project

**1. Welcome/Introductions/Announcements/Minutes**

Larry Meredith announced that the new Prevention Director, Steven Tierney, will begin his appointment on March 6. Steven will be assuming most of Larry's responsibilities. Larry however, will chair the next Council meeting.

Toni Young announced she will be resigning as Co-Chair effective April 30, 2000. Elections for the new Co-Chair will be upcoming.

**1. Public Comment**

None

**2. Welcome the new Chairs/Steering Committee Roles & Responsibilities**

Larry noted that no new Chairs were present. Tracey Packer noted that Gigi Gregory would be reporting for Al Cunningham at his request. He was out of town, as was Michael Discepola. John Blake West suggested that the Welcome/Roles and Responsibilities discussion be forwarded to the next Steering meeting. Everyone agreed.

**3. Approval of community members for Committees**

Tracey stated that Strategic Evaluation had submitted the applications of three people to serve on the committee, Karla Dillard Smith, Hank Wilson, and McKenzie Hunek. They were approved by the Co-Chairs. Kyung-Hee Choi, a community member who sat on Priority Setting last year, wanted to continue on. The Steering Committee members approved Kung's appointment by consensus.

**4. Update from each committee**

➤ Strategic Evaluation

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## **HIV PREVENTION PLANNING COUNCIL**

### **Steering Committee Minutes**

### **February 24, 2000**

Dara Coan gave an update from the Strategic Evaluation Committee. At the last meeting they discussed their two year timeline that includes writing the Strategic Evaluation Chapter and other tasks. They have separated the chapter into two parts, one aimed at research, and one at providers. Bill Barnes added that the process will have to move more quickly than planned because of the CDC's timeline.

#### ➤ Membership

Gigi gave an update for the Membership Committee. Al has been elected the Chair. She passed out an email from Al that proposed a brief survey at the full Council meeting. The Membership Committee wants an update from Council members regarding representation so that the committee can recruit accordingly. In addition, there have been a number of suggestions for changes to the new membership application that are being incorporated. The Committee hopes that the Membership section of the Restructuring recommendations can be passed so that recruitment of new Council members can begin.

#### ➤ Priority Setting

Tracey gave an update from the Priority Setting Committee. Marcos Banales and Mazdak Mazere were elected Co-Chairs. She noted that the Committee discussed Marcos' status as an employee of DPH, but it was not viewed as a problem. The Committee has been examining and testing a model for setting priorities. They have reviewed prevalence data of sub-populations while examining the validity of the studies. The new Model for Priority Setting will be established by April. In addition, Michael DeMayo proposed at the meeting that the Committee do the work of the Epi Group. Only one council member responded to the announcement he made at the last HPPC meeting. The Co-Chairs requested that DeMayo announce the plan for the Epi Group again at the March meeting. If Priority Setting were to take on the task of revising the Epi Profile, it would want additional council members and community members involved in the process. As of yet, there is no plan to do so.

#### ➤ Co-Chairs

Toni gave an update from the Co-Chairs meeting. They had discussed an additional forty thousand dollars in the Presidents budget that will come through the CDC to be used for community planning. The funds will mostly be spent on expanding existing programs. They also discussed Toni's resignation. They reviewed their Scope of Work for the year. Tracey will be sending out an email about the Scope of Work for Committee Members to obtain additional feedback. Tracey added that they are extending the current contract for support services through June.

### **5. Restructuring**

Dara reminded the group that they had hoped to get the Restructuring Process finished during January, and yet approximately fifteen items still needed to be voted on by the Council. There was a suggestion from Kevin that a handout with the pre meeting packet outlining each item, the concerns raised, and the Task Force's response to the concerns. She asked for feedback from the group.

Toni stated that she thought it was a good idea. Bill stated that he felt hesitant about having his concerns rewritten without his approval. He suggested a verbal explanation from the presenter about the intention of each item. Kevin responded that this was the process used at the previous meeting, and there was much wasted time during the Restructuring discussion. He also suggested



**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**February 24, 2000**

that facilitation be limited to one person. Monika Hudson agreed, and suggested the person who facilitates have a prop, meaning outline, that they use when leading the process. She stated that she thought the concerns should be on the outline, but anonymous. Dara reminded the group that not all of the items have to pass. Larry suggested a briefing paper, and limiting the amount of time people speak to ninety seconds during the discussion. Kevin was concerned that the minutes had not been received by some of the Council members. He asked where the minutes were from the February 10 meeting.

Bill disagreed with limiting individuals, but felt there should be a cap on the total time limit allotted to discussion items. Larry responded that there needed to be some way of limiting the discussion, because it tends to be dominated by certain individuals. He also said the minutes and attendance issue need be addressed. Tracey responded that a schedule for the minutes is being approved and distribution was pending.

Monika noted that the group still needed more discussion on the item, but that they needed to move forward with their agenda since guests in attendance were asking for letters of support. Larry suggested they return to the item when discussing the March HPPC Agenda. All agreed.

**6. Overview of Proposition G /Public Comment and Security**

Tracey handed out memo from Amy Ackerman, City Attorney, outlining the checklist of notice, agenda, and minutes requirements for meetings. She stated that there was little change in the requirements. They will now be posting notice and agenda on the DPH website as well. All meetings must be audio or video recorded. Public comment must be included as a separate agenda item if it is not included within each agenda item. Bill Barnes questioned whether they did indeed need to audio tape all the committee meetings. Tracey said that they had voted to do so previously, and would check to see if this still applies.

Tracey then discussed the Council's policy of allowing public comment within each item of the agenda. Public comment must be taken on each item, but not during the item. However, in October of 1997 the Council had voted to do so to increase community participation and input. If the Council would like to have the Public Comment policy changed to allow public comment only as a separate agenda item, it would need to be approved by a vote from the full Council.

Toni suggested that they should recommend to the council that Public Comment be its own agenda item. Bill Barnes suggested that Public Comment be placed at the end of the agenda. John Blake West asked whether there was a distinction between public comment and a member of the public asking a question. Sometimes members of the public make comments under the guise of asking a question. Larry felt that Public Comment should be at the beginning of the meeting. Kevin agreed.

Larry noted the need to move on with the agenda and suggested they discuss the issue with the full council. Bill suggested they place it later on the parking lot section of the meeting's agenda. All agreed.

Larry moved on to discuss security. He stated he had asked security to be a visible presence at the HPPC meetings. He felt that the Health Department was obligated to ensure that people are safe, comfortable, and able to express themselves at meetings. John was concerned about those

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**February 24, 2000**

continually disrespectful at the meetings. Bill discussed the SF Sheriff Department's presence at City Hall.

Larry noted that they needed to move on with the agenda and asked the group to return to the discussion after the meeting guests had presented to the group. There were no objections.

**7. Approve Letters of Support for CDC Applications**

Before the presentations from those asking for support, Monika asked for a review of the process by which the support is granted. Tracey answered that due to the fact that the original process was cumbersome, the Council had last year decided that those applying for support could present their proposal to the Steering Committee. The Committee could authorize the letter.

Terri Giovannini, Associate Director from the Mission Neighborhood Health Center (MNHC) presented its program and passed out a written description. The program started in 1997 when MNHC received a CDC grant to do HIV prevention through peer leadership training for low income, latino youth. The youth are trained to do outreach and to lead groups on HIV Prevention. Because the program has been so successful, they are looking to obtain funding to continue. They are applying to the CDC, as well as other sources, and are asking for a letter of support from the HPPC.

Terri Giovannini and Teresa Betancourt, Teen Services Coordinator, answered questions from the group. John Blake West stated his concern that transgendered teens are not served as a separate population given how the HPPC has structured its priorities.

Larry showed the Committee the CDC's sample Memorandum of Agreement between CBO and Health Department (see attached) which stipulates coordination between the DPH, the CBO and the HPPC. He stated he would support a working relationship with MNHC's program, should it be funded. John Blake West stated that he also supported the program. Larry thanked the MNHC representatives for coming.

Heather Ashare, of the Native American AIDS Project presented its proposal to the CDC for a four year grant that would fund a case management HIV prevention program. She described the need for the program, and asked for a letter of support. They are the only social service organization in San Francisco working with native populations. Currently, their prevention client case management load ranges from fifty to seventy people.

John Blake West stated that he supported the program. All agreed. Larry thanked Heather for coming. Tracey will draft letters of support and memorandums of agreement and see that they get the necessary signatures for both proposals.

Bill Barnes stated that Mazdak (HPPC member) is also seeking support for a CDC application that HIFY wanted to submit. He described their proposal, which is to do a prevention program that works with youth that are in transitional and alternative school. Mazdak had asked Bill to ask the group for support.

John Blake West stated he approved supporting the HIFY application. All agreed. Bill Barnes stated he would get the necessary information to Tracey by the end of that day so that the documents could be drafted.

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**February 24, 2000**

At this point Monika pointed out that they needed to extend the meeting to get through the remaining agenda. There were no objections. They moved on with the remaining agenda items.

**8. Contact Tracing**

Bill Barnes gave the history of the Contact Tracing issue. The Council had forwarded this subject to Steering with no time frame to return to the Council. The issue had been introduced by a former member of the Council. Currently there is no proposal to require contact tracing as anything other than voluntary. Bill suggested that they leave the issue in the Parking Lot. None objected.

**Continuation of Public Comment and Security Discussion**

Larry stated that they had met with the City Attorney to see whether there was any legal way to limit the verbal harassment that takes place during public comment. Legally they cannot limit what people say, they can only limit the time they are allowed to speak.

The group had a lengthy discussion of how to locate Public Comment within the agenda, where to place it on the agenda and how to handle the security issue. Monika suggested that council members not be allowed to speak during the Public Comment agenda item in order to limit time. She also asked the group how security should function, and should they remove a person who had been out of order but had calmed down. Tracey explained that the current policy allowed ten minutes for public comment within each agenda item. She asked the group if they would like to continue with this or would they like to suggest to the Council that the policy be changed to establish Public Comment only as its own agenda item and not be allowed within other agenda items.

The Steering Committee decided that they would place the Public Comment issue on the March HPPC agenda with a recommendation to change the policy to allow Public Comment at the beginning of the meeting as its own agenda item, and not within the other items of the agenda. For the March HPPC agenda, Public Comment would be included in the beginning and allowed within each item, because this was the current policy that would required a vote from the full council to be changed.

The group also agreed with Monika's suggestion that at the start of the meeting, the presiding Co-Chair (Larry Meredith) should read a statement clarifying the current policy and rules of Public Comment. Monika will not allow the council members to respond to the public during the general Public Comment section.

**9. March 9 HPPC Agenda/Pull items from parking lot**

The following items were approved for the March Agenda:

- Call for Nominations for Community Co-Chair within the Co-Chairs Report. Those interested in nominating themselves or others must submit a letter by March 30 to be included in April's pre-meeting packet. The election will take place at the April 20 HPPC meeting. Letters of support from other council members will not be allowed.

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**February 24, 2000**

- Restructuring. The remaining items will be discussed and called to vote. A handout containing the items, their rationale, and concerns raised (anonymous) will go out with the pre-meeting packet. John Blake West will present this section.
- Plan for Revising Epidemiologic Profile of the HIV Prevention Plan by Harder and Co.
- Discussion and Recommendation for Public Comment policy change

Items from the Parking Lot, and AI's proposal to have a membership discussion, were not placed on the Agenda because there was not enough room. AI's proposal was placed in the Steering Committee's Parking Lot. Kevin offered to share the information that he will gain from his upcoming interviews with council members with the Membership Committee to aid in the recruitment process.

**10. Evaluation and Closure**

Minutes written by Cicily Emerson, Polaris R&D, Inc.

Minutes reviewed by Gigi Gregory, DPH, and A.Toni Young, Community Co-Chair

*Attachments:*

*Memorandum from City Attorney*

*Mission Neighborhood Health Center request for MOA*

*Sample Memorandum of Agreement*

*Native American AIDS Project request for letter of support*

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. March 23<sup>rd</sup>, 2000**  
**3:00 to 5:00 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called  
by:**

**Co-Chairs:**

Michael Discepola, Community Co-Chair

A Toni Young, Community Co-Chair

*Please read and bring:* Agenda

1. Welcome/ Introductions/ Announcements/ Minutes	Michael Discepola	3:00—3:10 PM
2. Public Comment	Michael Discepola	3:10—3:20 PM
3. Welcome new Chairs/ Steer.Comm. Roles & Resp.	Michael Discepola	3:20—3:30 PM
4. Update from each committee	All Committee Members	3:30—3:40 PM
5. Report from Co-Chairs	Michael D. & Steven T.	3:40—4:00 PM
6. Restructuring / By-Laws	Harder & Co.	4:00—4:30 PM
7. April 20 <sup>th</sup> HPPC Agenda	All Committee Members	4:30—4:50 PM
8. Evaluation and Set March Steering Agenda	All Committee Members	4:50—5:00 PM

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Name		Address		City		State		Zip	
1	John Doe	123 Main St	Anytown	CA	90210	1	1	1	1
2	Jane Smith	456 Elm St	Anytown	CA	90210	1	1	1	1
3	Bob Johnson	789 Oak St	Anytown	CA	90210	1	1	1	1
4	Alice Brown	101 Pine St	Anytown	CA	90210	1	1	1	1
5	Charlie White	202 Pine St	Anytown	CA	90210	1	1	1	1
6	Diana Green	303 Pine St	Anytown	CA	90210	1	1	1	1
7	Frank Black	404 Pine St	Anytown	CA	90210	1	1	1	1
8	Grace Hall	505 Pine St	Anytown	CA	90210	1	1	1	1
9	Henry King	606 Pine St	Anytown	CA	90210	1	1	1	1
10	Ivy Lee	707 Pine St	Anytown	CA	90210	1	1	1	1
11	Jack Miller	808 Pine St	Anytown	CA	90210	1	1	1	1
12	Karen Wilson	909 Pine St	Anytown	CA	90210	1	1	1	1
13	Leo Taylor	1010 Pine St	Anytown	CA	90210	1	1	1	1
14	Mia Adams	1111 Pine St	Anytown	CA	90210	1	1	1	1
15	Noah Baker	1212 Pine St	Anytown	CA	90210	1	1	1	1
16	Olivia Clark	1313 Pine St	Anytown	CA	90210	1	1	1	1
17	Peter Evans	1414 Pine St	Anytown	CA	90210	1	1	1	1
18	Quinn Foster	1515 Pine St	Anytown	CA	90210	1	1	1	1
19	Rachel Gibson	1616 Pine St	Anytown	CA	90210	1	1	1	1
20	Samuel Harris	1717 Pine St	Anytown	CA	90210	1	1	1	1
21	Tina Young	1818 Pine St	Anytown	CA	90210	1	1	1	1
22	Victor King	1919 Pine St	Anytown	CA	90210	1	1	1	1
23	Wendy Lee	2020 Pine St	Anytown	CA	90210	1	1	1	1
24	Xavier White	2121 Pine St	Anytown	CA	90210	1	1	1	1
25	Yara Green	2222 Pine St	Anytown	CA	90210	1	1	1	1
26	Zoe Black	2323 Pine St	Anytown	CA	90210	1	1	1	1
27	Adam Hall	2424 Pine St	Anytown	CA	90210	1	1	1	1
28	Bella King	2525 Pine St	Anytown	CA	90210	1	1	1	1
29	Carl Lee	2626 Pine St	Anytown	CA	90210	1	1	1	1
30	Dora White	2727 Pine St	Anytown	CA	90210	1	1	1	1
31	Ethan Green	2828 Pine St	Anytown	CA	90210	1	1	1	1
32	Fiona Black	2929 Pine St	Anytown	CA	90210	1	1	1	1
33	Gavin Hall	3030 Pine St	Anytown	CA	90210	1	1	1	1
34	Hannah King	3131 Pine St	Anytown	CA	90210	1	1	1	1
35	Ian Lee	3232 Pine St	Anytown	CA	90210	1	1	1	1
36	Jessica White	3333 Pine St	Anytown	CA	90210	1	1	1	1
37	Kyle Green	3434 Pine St	Anytown	CA	90210	1	1	1	1
38	Laura Black	3535 Pine St	Anytown	CA	90210	1	1	1	1
39	Michael Hall	3636 Pine St	Anytown	CA	90210	1	1	1	1
40	Nancy King	3737 Pine St	Anytown	CA	90210	1	1	1	1
41	Oscar Lee	3838 Pine St	Anytown	CA	90210	1	1	1	1
42	Pamela White	3939 Pine St	Anytown	CA	90210	1	1	1	1
43	Quinn Green	4040 Pine St	Anytown	CA	90210	1	1	1	1
44	Rachel Black	4141 Pine St	Anytown	CA	90210	1	1	1	1
45	Samuel Hall	4242 Pine St	Anytown	CA	90210	1	1	1	1
46	Tina King	4343 Pine St	Anytown	CA	90210	1	1	1	1
47	Victor Lee	4444 Pine St	Anytown	CA	90210	1	1	1	1
48	Wendy White	4545 Pine St	Anytown	CA	90210	1	1	1	1
49	Xavier Green	4646 Pine St	Anytown	CA	90210	1	1	1	1
50	Yara Black	4747 Pine St	Anytown	CA	90210	1	1	1	1
51	Zoe Hall	4848 Pine St	Anytown	CA	90210	1	1	1	1
52	Adam King	4949 Pine St	Anytown	CA	90210	1	1	1	1
53	Bella Lee	5050 Pine St	Anytown	CA	90210	1	1	1	1
54	Carl White	5151 Pine St	Anytown	CA	90210	1	1	1	1
55	Dora Green	5252 Pine St	Anytown	CA	90210	1	1	1	1
56	Ethan Black	5353 Pine St	Anytown	CA	90210	1	1	1	1
57	Fiona Hall	5454 Pine St	Anytown	CA	90210	1	1	1	1
58	Gavin King	5555 Pine St	Anytown	CA	90210	1	1	1	1
59	Hannah Lee	5656 Pine St	Anytown	CA	90210	1	1	1	1
60	Ian White	5757 Pine St	Anytown	CA	90210	1	1	1	1
61	Jessica Green	5858 Pine St	Anytown	CA	90210	1	1	1	1
62	Kyle Black	5959 Pine St	Anytown	CA	90210	1	1	1	1
63	Laura Hall	6060 Pine St	Anytown	CA	90210	1	1	1	1
64	Michael King	6161 Pine St	Anytown	CA	90210	1	1	1	1
65	Nancy Lee	6262 Pine St	Anytown	CA	90210	1	1	1	1
66	Oscar White	6363 Pine St	Anytown	CA	90210	1	1	1	1
67	Pamela Green	6464 Pine St	Anytown	CA	90210	1	1	1	1
68	Quinn Black	6565 Pine St	Anytown	CA	90210	1	1	1	1
69	Rachel Hall	6666 Pine St	Anytown	CA	90210	1	1	1	1
70	Samuel King	6767 Pine St	Anytown	CA	90210	1	1	1	1
71	Tina Lee	6868 Pine St	Anytown	CA	90210	1	1	1	1
72	Victor White	6969 Pine St	Anytown	CA	90210	1	1	1	1
73	Wendy Green	7070 Pine St	Anytown	CA	90210	1	1	1	1
74	Xavier Black	7171 Pine St	Anytown	CA	90210	1	1	1	1
75	Yara Hall	7272 Pine St	Anytown	CA	90210	1	1	1	1
76	Zoe King	7373 Pine St	Anytown	CA	90210	1	1	1	1
77	Adam Lee	7474 Pine St	Anytown	CA	90210	1	1	1	1
78	Bella White	7575 Pine St	Anytown	CA	90210	1	1	1	1
79	Carl Green	7676 Pine St	Anytown	CA	90210	1	1	1	1
80	Dora Black	7777 Pine St	Anytown	CA	90210	1	1	1	1
81	Ethan Hall	7878 Pine St	Anytown	CA	90210	1	1	1	1
82	Fiona King	7979 Pine St	Anytown	CA	90210	1	1	1	1
83	Gavin Lee	8080 Pine St	Anytown	CA	90210	1	1	1	1
84	Hannah White	8181 Pine St	Anytown	CA	90210	1	1	1	1
85	Ian Green	8282 Pine St	Anytown	CA	90210	1	1	1	1
86	Jessica Black	8383 Pine St	Anytown	CA	90210	1	1	1	1
87	Kyle Hall	8484 Pine St	Anytown	CA	90210	1	1	1	1
88	Laura King	8585 Pine St	Anytown	CA	90210	1	1	1	1
89	Michael Lee	8686 Pine St	Anytown	CA	90210	1	1	1	1
90	Nancy White	8787 Pine St	Anytown	CA	90210	1	1	1	1
91	Oscar Green	8888 Pine St	Anytown	CA	90210	1	1	1	1
92	Pamela Black	8989 Pine St	Anytown	CA	90210	1	1	1	1
93	Quinn Hall	9090 Pine St	Anytown	CA	90210	1	1	1	1
94	Rachel King	9191 Pine St	Anytown	CA	90210	1	1	1	1
95	Samuel Lee	9292 Pine St	Anytown	CA	90210	1	1	1	1
96	Tina White	9393 Pine St	Anytown	CA	90210	1	1	1	1
97	Victor Green	9494 Pine St	Anytown	CA	90210	1	1	1	1
98	Wendy Black	9595 Pine St	Anytown	CA	90210	1	1	1	1
99	Xavier Hall	9696 Pine St	Anytown	CA	90210	1	1	1	1
100	Yara King	9797 Pine St	Anytown	CA	90210	1	1	1	1
101	Zoe Lee	9898 Pine St	Anytown	CA	90210	1	1	1	1
102	Adam White	9999 Pine St	Anytown	CA	90210	1	1	1	1



**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes Summary**  
**March 23, 2000**

Next Steering Meeting: Thursday, April 27, 2:30-5:30 p.m., HIV Prevention Section Office, 25 Van Ness, Rm 330 B

**1. WELCOME/INTRODUCTIONS/ANNOUCEMENTS/MINUTES**

See full minutes.

**2. PUBLIC COMMENT**

None

**3. WELCOME NEW CHAIRS/STEERING COMMITTEE ROLES AND RESPONSIBILITIES**

Roles and responsibilities of the Steering Committee were reviewed. There was a consensus to refer to the Co-Chairs meeting as a "Coordinating" meeting.

**4. UPDATE FROM EACH COMMITTEE**

- **Strategic Evaluation:** New data requirements from the CDC will require providers to collect standardized data on each client served. The Strategic Evaluation Committee will make a recommendation as to how this information should be incorporated into current requirements at the April Council meeting.
- **Membership:** Application forms for Council membership are being distributed. The deadline for receiving applications is April 14. At the next membership meeting the Committee should elect a Chair or Co-Chairs.
- **Epidemiology Work Group:** Four council members attended the first meeting. Michael DeMayo will be facilitating the meetings to be held every other Wednesday through May, and monthly after that. The group will report to the Council monthly.
- **Priority Setting:** The Committee decided to include data going back as far as 1990 when reviewing research for priority setting. The Committee plans to present the Model to the Council in May.

**5. REPORT FROM CO-CHAIRS**

- A. Toni Young will attend her final council meeting on April 20.

**6. RESTRUCTURING/BYLAWS**

There are a number of questions regarding the Bylaws that the Steering Committee will need to address before they are finalized. There was consensus to review the Bylaws, with the latest revisions, at the next Steering Meeting. There was consensus to extend the Steering Committee meeting time to three hours to address Bylaws and Restructuring. The Coordinating meeting will be reduced to two hours in length.

**7. APRIL 20<sup>th</sup> HPPC AGENDA**

The following items were approved for the April HPPC agenda:

- Election of Community Co-Chair/Election of Steering Committee at-large member
- Report from the Strategic Evaluation Committee
- Process Evaluation Report 1999
- Presentation Honoring Toni Young for her term as Community Co-Chair

**8. EVALUATION AND SET APRIL STEERING AGENDA**

The April Steering Agenda will include:

- Review Parking Lot Items
- Review and Vote on Next Steps to finish the Bylaws
- Restructuring

Minutes written by Cicily Emerson, Polaris Inc.

Minutes reviewed by Gigi Gregory, DPII and Michael Discepolo, Community Co-Chair

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**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**March 23,2000**

Next Steering Meeting: Thursday, April 27, 2:30-5:30 p.m., HIV Prevention Section Office, 25 Van Ness, Rm 330 B
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**Members Present:**

Marcos Banales  
Bill Barnes  
Al Cunningham  
Michael Discepola  
Larry Meredith  
Maria Rinaldi  
Steven Tierney  
John Blake West  
A. Toni Young

**Members Absent:**

Michael Bogan

**DPH/AIDS Office Staff:**

Delia Garcia  
Gigi Gregory  
Tracey Packer  
Lisa Reyes

**Process Evaluation:**

Kevin Roe

**Harder & Co.:**

Dara Coan

**MGT Group:**

Monika Hudson

**Polaris Research & Dev., Inc.:**

Cicily Emerson

**1. WELCOME/INTRODUCTIONS/ANNOUCEMENTS/MINUTES**

It was clarified that approval of the minutes was pending for the months of December, January, and February. A vote on the minutes will take place at the April Steering Meeting.

**2. PUBLIC COMMENT**

None

**3. WELCOME NEW CHAIRS/STEERING COMMITTEE ROLES AND RESPONSIBILITIES**

The Committee reviewed a document prepared by DPH that outlined the roles and responsibilities of the Steering Committee.

Michael reminded the group that they were looking for a new Community Co-Chair, as well as an additional community at-large member for the Steering Committee.

Steven questioned the difference between the Co-Chairs and Steering Meetings. Toni explained that the Steering Committee included committee Co-Chairs and Chairs, while the Co-Chairs did not. She offered that the Co-Chairs meeting, which includes Technical Support, was more of a coordinating group. Kevin stated that historically the Steering Committee did not start meeting until May. Monika questioned whether there were any rules that prohibited combining the meetings. Toni responded that there were not. However both Toni and Michael explained that the Co-Chairs meeting has been important to the Community Co-Chairs for various reasons, including being a forum for more "big picture" issues.

John offered that it was his understanding that the Co-Chairs group was charged with policy oversight, and the Steering Committee oversaw programmatic issues. Larry added that the Co-Chairs meeting provided an opportunity for the Co-Chairs to consult with Technical Support about issues such as group facilitation. Michael pointed out that, at the Co-Chairs meeting, there is an opportunity for broad discussion. This enables the Co-Chairs to reach agreement and be "on the same page" when addressing HPPC issues. There was consensus to refer to the Co-Chairs meeting as a "Coordinating" meeting.

Dara, in reference to the Roles and Responsibilities document, noted that governance needed to be included.

## **HIV PREVENTION PLANNING COUNCIL**

### **Steering Committee Minutes**

**March 23,2000**

#### **4. UPDATE FROM EACH COMMITTEE**

##### **➤ STRATEGIC EVALUATION**

Bill Barnes gave the update. Technical Support has been coordinating much of the work on the Chapter with the committee members by email. The other important update is that the CDC has new data requirements that will affect service providers. Dara stated that the BRA (Behavioral Risk Assessment) and Outcome Monitoring, currently required of service providers by the HPPC, will become unwieldy given the new CDC data requirements. At the next council meeting, there will be a discussion and vote on how the new CDC requirements are to be incorporated into current requirements for providers. Tracey informed the committee that DPH program managers were currently polling service providers to learn which elements of the BRA or Outcome Monitoring the providers saw as useful. The results will be given to the Strategic Evaluation Committee, which, in turn, will make a recommendation to the Council. Delia added that the new data gathered in response to the CDC mandate will have to be standardized. The current system is not standardized.

##### **➤ MEMBERSHIP**

Gigi gave the update. The council membership application form is currently being distributed. Al drafted a press release that was being reviewed by DPH public relations department prior to its release to the press. The Committee must select a new Chair or Co-Chairs since Al had opted not to serve as Chair. There will be a presentation from Harder & Co. about the new members' orientation at the next meeting. John expressed concern about last year's problems due to Dr. Katz's delay in signing the acceptance letters. Michael ensured him that this would not be an issue this year. Three applications to serve on the HPPC have been received so far. The application deadline is April 14.

Larry commented that a representative from the school district should be on the Council. The Council has lacked representation from the schools. The school district receives HIV prevention funds and is required to participate in the community planning process. The Committee brainstormed about how they could recruit from the school district. There was a suggestion that a formal letter be written to the Superintendent stating the need and requirement for district representation on the HPPC. It was agreed that Larry, will contact Superintendent Linda Davis and Steven will contact Trish Bascomb, head of the School Programs Office.

##### **➤ EPIDEMIOLOGY WORK GROUP**

John gave an update from the Epi Work Group that met for the first time the day prior. Four council members attended the meeting. Michael DeMayo was designated as the Chair, and will facilitate the meetings. John made it clear at the meeting that he did not want the group to be overly focused on process issues, as, in his opinion, was the Restructuring Task Force. The group mainly addressed procedural issues, such as establishing the general parameters for voting. A suggestion was made to include Care Council representation in the Work Group, since they use the data developed by the HPPC's Epi Plan.

Bill Barnes stated he was uneasy about having a consultant be the Chair for the Work Group. John replied that this concern was raised, but there were no council members at the meeting willing or able to take on the responsibilities of Chair. Tracey responded that the original intent of having a work group, as opposed to a committee or task force, was to obviate the need for a chair in the formal sense. Perhaps it would be better to call Michael DeMayo a facilitator, she added. Dara explained that agendas will be set by the group, not by Michael DeMayo himself.

John stated that the group will meet every other Wednesday through May, and monthly after that. The group will report monthly to the Council.

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**March 23,2000**

➤ **PRIORITY SETTING**

Marcos gave the update. The group agreed that they are “on the right track” with the Priority Setting model they are using to determine the subpopulations that will be guaranteed funding. Two community members, Andrea Kim and Brenda Escobar, would like to join the Committee. The group made a decision to use data that was gathered from 1990 on, rather than from 1995 on when reviewing research.

Michael added that not all subpopulations will be guaranteed funding. A CBO could make a case for the need to provide services to a certain subpopulation, but it would also need to show data that documented the need. The Committee is trying to put a mechanism in place to enable consideration of emerging trends in the data, such as increased rates of infection among certain subpopulations. Emerging trends could warrant giving additional funding to such subpopulations. The Committee hopes to present the model to the Council in May.

There was a consensus to approve the applications of community members Andrea Kim and Brenda Escobar to serve on the Priority Setting Committee.

**5. REPORT FROM CO-CHAIRS**

Toni informed the group that her last Council meeting will be in April. Michael Discepolo asked if Toni would chair the meeting, and she said yes. Toni continued to say she had gifts she wanted to give to the Council at the meeting as a final thank you. She had successfully solicited a donation of palm pilots from 3Comm for the Council. However they did not donate the number she had requested, and there weren’t enough for each member. She wondered what would be a fair method to determine which HPPC members would receive the gifts. She suggested a drawing. The group had a short discussion on this matter. It was suggested that government employees be omitted from the drawing.

Steven stated the need for a policy regarding the solicitation of gifts or funds for the HPPC, and regarding what is to be done with donated items. Because the HPPC is a public body these things need to be thought of in advance. It was clarified that those receiving the palm pilots would not have to declare them for tax purposes.

There was a consensus to hold a drawing among the HPPC members present at the April council meeting. Those employed by the government would not be part of the drawing.

Toni reminded the group that the Community Planning Leadership Summit was the following week. Tracey, Michael, and Toni will be participating in a roundtable discussion about maintaining racial, gender, and ethnic identity through the community planning process. Toni will also give the opening plenary. Michael and Tracey will also be presenting the Priority Setting model at the Summit.

**6. RESTRUCTURING/BYLAWS**

Dara gave an update on the revision and rewrite of the Bylaws. There is still much work to be done. She estimated that the Bylaws would most likely be completed by the end of the year. There are about twenty-five to thirty pending questions related to rewriting the Bylaws that need to be addressed. She suggested she come up with a timeline for the Steering Committee to resolve the questions about the Bylaws. The Steering Committee had a long discussion about this matter.

Toni was under the impression that Technical Support was supposed to revise the Bylaws and present a draft to the Steering Committee for review. Dara responded that she had incorporated the changes that were made during the Restructuring process, and that could be reviewed by Steering. However, in looking closely at the Bylaws, she realized there were numerous questions, such as the inconsistencies between the Bylaws and the Standing Rules, which warrant a larger discussion for resolution.

## **HIV PREVENTION PLANNING COUNCIL**

### **Steering Committee Minutes**

### **March 23,2000**

It was suggested that the Coordinating Meeting (formally Co-Chairs Meeting) should be a forum for addressing this. Dara stated that at the August council meeting, changes to the Bylaws were voted on but there were still outstanding issues the Council had charged the Steering Committee to finish. Bill pointed out that, at the March Council meeting, the Steering Committee was charged with devoting one half hour to completing the Restructuring work.

Bill suggested that they get assistance from the City Attorney. Toni stated that the City Attorney could review the Bylaws, but the Standing Rules were more specific and would, for instance include the Priority Setting Model. Maria questioned the difference between the Standing Rules and the Bylaws. She thought that Restructuring was supposed to be addressed by the Steering Committee, which was separate from issues related to the governing documents. She also felt the Council should consider returning to two meetings a month. Too much time is spent focusing on bureaucratic issues as opposed to HIV prevention. Steven suggested that, since the Bylaws legally govern the operation of the Council, they should be sent to the City Attorney prior to their review by the appropriate committee.

Tracey reminded the group that Governance, the Committee that functioned before the Restructuring Task Force was convened, had recommended that the Steering Committee devote a half hour each meeting to looking at the Bylaws until they were finished. The Council approved that recommendation. It was clarified that the Council had decided that Steering spend one half-hour addressing the Bylaws and one half hour addressing Restructuring. Toni suggested that they make the Steering Committee a three-hour meeting to allow for these matters to be addressed.

John suggested that they review the latest draft of the Bylaws. He also suggested that Technical Support suggest solutions to inconsistencies in the Bylaws, a number of them at each meeting, to be reviewed by Steering.

The consensus was to review the Bylaws in their present state at the next Steering meeting, when they will vote on the next steps. Before the April meeting, Committee members will receive copies of the revised Bylaws, including changes voted on at the August 1999 Council meeting as well as through Restructuring.

In addition, consensus was reached to extend the Steering Committee meeting time one hour, and to reduce the Coordinating meeting by one hour. Steering Committee Meetings will now take place from 2:30-5:30pm. The next Coordinating Meeting will last from 1:30 to 2:30 p.m. on April 27<sup>th</sup>. However, its normal meeting time will be 3:00-5:00p.m., the third Thursday of the month.

#### **7. APRIL 20<sup>th</sup> HPPC AGENDA**

The tentative agenda was accepted with a few revisions. The following items were approved for the HPPC agenda:

- Election of Community Co-Chair/Election of Steering Committee at-large member
- Report from the Strategic Evaluation Committee
- Process Evaluation Report 1999
- Presentation Honoring Toni Young for her term as Community Co-Chair

#### **8. EVALUATION AND SET APRIL STEERING AGENDA**

Maria felt that HIV prevention issues needed to be foremost on the agenda. She and others had come to the meeting to discuss Parking Lot items. This did not happen due to lack of time. Michael apologized for this.



## **HIV PREVENTION PLANNING COUNCIL**

### **Steering Committee Minutes**

**March 23,2000**

and suggested that review of the Parking Lot be the first agenda item at the next Steering Meeting. He thanked Maria and Al for coming to the meeting. The April Steering Agenda will include:

- Review Parking Lot Items
- Review and Vote on Next Steps to finish the Bylaws
- Restructuring

The meeting adjourned at 5:04 p.m.

Minutes written by Cicily Emerson, Polaris, Inc.

Minutes reviewed by Gigi Gregroy, DPH and Michael Discepolo, Community Co-Chair



# **HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting**

**Thurs, April 27<sup>th</sup>, 2000  
2:30 to 5:30 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
Room 330A, 3<sup>rd</sup> Floor**

**Meeting called by:** **Co-Chairs:**  
Michael Discepola, Community Co-Chair  
Maria Rinaldi, Community Co-Chair  
Steven Tierney, DPH, Co-Chair

*Please read and bring:* Agenda

1. Welcome/ Introductions/ Announcements/Minutes	Michael Discepola	3:00—3:10 PM
2. Public Comment	Michael Discepola	3:10—3:20 PM
3. Welcome new Chairs	Michael Discepola	3:20—3:30 PM
4. Review Parking Lot/May 11 <sup>th</sup> HPPC agenda	Vote	All Committee Members
5. Update from each committee	Vote	All Committee Members
6. Report from Co-Chairs meeting	Vote	Michael D. & Steven T.
7. Restructuring	Vote	Harder & Co.
8. Plan for Supplemental Funding Application	Vote	Steven Tierney
9. By-Laws	Vote	Harder & Co.
10. Evaluation and Set May Steering Agenda	Vote	All Committee Members

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**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

Next Steering Committee Meeting: Thursday, May 25, 3-5 p.m., HIV Prevention Section Office, 25 Van Ness
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**Summary Minutes**

**1. Welcome/Introductions/Announcements/Minutes**

Tracey announced that Brian DuBrow would be returning to work as a health educator in the HIV Prevention Section. However, he will not be working directly with the HPPC.

**2. Public Comment-None**

**3. Welcome new Chairs**

**4. Review Parking Lot/ May 11<sup>th</sup> HPPC Agenda**

A decision was made about Parking Lot Items. Some of them will be addressed in the new member orientation, and the remaining items will be put onto a list for prioritization by the Council at the May 11<sup>th</sup> meeting. In addition, from now on, all items shall be voted by the full Council prior to being placed in the Steering Parking Lot.

The Committee decided on the following items for the May 11<sup>th</sup> agenda:

- ✓✓Prioritize Parking Lot items
- ✓✓Discussion and vote on the Prevention Section's application for Supplemental Funds
- ✓✓Presentation from DPH Strategic Planning Task Force
- ✓✓Presentation from the Epi Working Group
- ✓✓Presentation from the Treatment on Demand Council (Heroin Subcommittee)
- ✓✓Update from the Membership Committee/Membership Parking Lot Item

**5. Update from Each Committee**

✓✓**Strategic Evaluation** is working on revising the Epi plan and the new CDC tool and how it will be integrated.

✓✓**Membership** has identified candidates eligible for interviews, and is looking for specific dates for orientation sessions. Interviews started on Monday.

✓✓**Priority Setting** is having some problems with the model of prioritizing subpopulations. Jamie Peter, a community member, was approved to serve on the Committee.

✓✓**Epi Working Group** is including San Francisco's background and the basic demographics of the epidemic in the revised chapter and they are going to use the consensus data from 1999.

**6. Report from the Coordinating Meeting**

The Co-Chairs will be working to clearly define the various functions and roles of the Coordinating and Steering meetings. A decision was made to have Committee updates be a regular part of future HPPC agendas.

**7. Restructuring**

The Committee reviewed the Restructuring Implementation Proposal. There has been a proposal to make the Standing Rules into a "Policies and Procedures Manual". This will be voted on by the Council.

**8. Plan for Supplemental Funding Application**

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**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

The Committee reviewed the first draft of the Prevention Section's proposal for the disbursement of the Supplemental Funds that will be coming from the CDC. An open meeting to further review the application was scheduled for Tuesday, May 9<sup>th</sup> from 12-2 p.m.

**9. Bylaws**

The Steering Committee agreed that the Co-Chairs would come up with a plan for revising the Bylaws by the next meeting.

**10. Evaluation and Set May Steering Agenda**

The following items were decided for the May Steering Agenda:

- ✓✓Report back from the Co-Chairs concerning Membership issues
- ✓✓Review past minutes for a vote
- ✓✓New Business
- ✓✓Update from Committees
- ✓✓Presentation from young people from the Mission Neighborhood Health Center to request a letter of support for their trip to South Africa
- ✓✓Review Process Evaluation recommendations

Minutes written by Cicily Emerson, Polaris R & D, Inc.

Minutes reviewed by Gigi Gregory, DPH and Michael Discepola, Community Co-Chair

**HIV PREVENTION PLANNING COUNCIL  
Steering Committee Minutes  
April 27, 2000**

Next Steering Committee Meeting:  
Thursday, May 25, 3-5 p.m., HIV Prevention Section Office, 25 Van Ness

**Members Present:**

Marcos Banales  
Michael Bogan  
Al Cunningham  
Michael Discepola  
Lyn Fischer-Ponce  
Maria Rinaldi  
Steven Tierney

**Members Absent:**

John Blake West

**Process Evaluation:**

Kevin Roe

**MGT Group:**

Monika Hudson

**DPH/AIDS Office Staff:**

Delia Garcia  
Gigi Gregory  
Tracey Packer  
Lisa Reyes

**Harder & Co.:**

Dara Coan

**Polaris Research & Dev., Inc.:**

Cicily Emerson

**1. Welcome/Introductions/Announcements/Minutes**

Tracey announced that Brian DuBrow would be returning to work as a health educator in the HIV Prevention Section. However, he will not be working directly with the HPPC.

**2. Public Comment-None**

**3. Welcome new Chairs**

The new chairs were welcomed to the Committee.

**4. Review Parking Lot/ May 11<sup>th</sup> HPPC Agenda**

The Steering Committee discussed the various items left in the Steering Parking Lot and how they should be addressed. Dara reported that she and Tracey had gone through the remaining items, and that some of them could be covered under the upcoming new member orientation. Included in these items: General Epi. Presentation; Update on Prop. G from City Attorney; Training on the Use of Consultants; Discussion on the Rules of Respectful Engagement; and Training on the Use of the HIV Prevention Plan.

The Committee brainstormed as to what to do with the remaining items. There was a suggestion that the rest of the items could be prioritized and presented to the full Council. There was another suggestion that they could disseminate some of the items in writing, such as the Training on the Use of Consultants. The items could be included in the new orientation manual, and therefore, all would receive the information.

M. Bogan inquired about deleting items from the Parking Lot. The HPPC meeting agendas are already packed for the rest of the year, and it would not be possible to address all the items. Steven suggested that the group review the Parking Lot at the next

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

HPPC meeting; they could give each member six votes and prioritize as a group which six items would be on the agendas in the remaining three meetings (before the new council members will be able to vote).

M. Discepolo stated they (the Steering Committee) should not address items that are not in the purview of the Council, or beyond their roles and responsibilities.

M. Bogan stated that in his opinion, the Parking Lot has been used to diffuse the public. He warned that deleting items from the Parking Lot could potentially damage the relationship that the HPPC has with the public if they were not careful. Perhaps the presentations could be condensed, or more meetings could be held.

Maria supported the idea that certain items be included in the new member orientation. In addition, she suggested that the Steering Committee strongly encourage the old council members to attend the new member orientation sessions. She agreed that the credibility of the Council could be damaged if they do not address the items in the Parking Lot as they had promised. She suggested that the Parking Lot should function differently than it has in the recent past, however, they cannot retroactively decide not to address certain items. They must address Parking Lot items. M. Discepolo suggested that the Steering Committee should learn to say no in the future so they are not left with the responsibility of reviewing items that are irrelevant to the Council's work. In the future, the Steering Committee should put a policy in place to keep this from occurring.

Steven reminded the group they were running out of time for this discussion.

The Committee continued the discussion. Maria suggested that from now on, any issues should be put to a vote before the full Council before they go to the Parking Lot.

Steven summarized the discussion in the form of a motion. The motion was that the aforementioned five items should be included in the new member orientation, and that old council members should be invited and encouraged to attend. The remaining items will be put onto a list, and prioritized by the Council at the next meeting. In addition, from now on, all proposed items shall be voted on by the full Council prior to being placed in the Steering Parking Lot.

There was consensus from the Committee to approve Steven's motion, and they moved on to discuss the May 11<sup>th</sup> HPPC agenda. Al requested that the Membership Committee give a presentation. M. Discepolo stated that an update from the Membership Committee would be a good idea, and Maria agreed with this. Dara suggested that a pending membership Parking Lot Item be included in the membership update. Al agreed to incorporate this into his presentation

The Committee decided on the following items for the May 11<sup>th</sup> agenda:

☞☞Prioritize Parking Lot items



**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

- ✓✓ Discussion and vote on the Prevention Section's application for supplemental funds from CDC
- ✓✓ Presentation from DPH Strategic Planning Task Force
- ✓✓ Presentation from the Epi Working Group
- ✓✓ Presentation from the Treatment on Demand Council (Heroin Subcommittee)
- ✓✓ Update from the Membership Committee/Membership Parking Lot Item

**5. Update from Each Committee**

✓✓ *Strategic Evaluation* M. Bogan reported that they are working on revising the Epi plan and the new CDC tool and how it will be integrated. Dara added that they will be developing a handout with the new CDC requirements to be included in the minutes for the HPPC.

✓✓ *Membership* Lyn reported that they identified candidates eligible for interviews, and are looking for specific dates for orientation sessions. Interviews started on Monday. Maria will be the Co-Chair that sits on the Membership Committee.

Maria reported that in the membership selection process, most of the candidates were either CBO or government affiliated. This is of concern because the Bylaws only allow a certain number of HPPC members to be CBO and government affiliated, and the HPPC membership breakdown as it now stands, has many members in those categories. The Committee had moved forward with interviewing the candidates, however, and has been discussing how they should deal with this issue. There was a short discussion on this matter. Tracey clarified that the Bylaws of the HPPC are not dictated by the CDC. Gigi pointed out that the non-affiliated category was originally meant to be for consumers, and people could be fit into that category. The issue was tabled for discussion at a later time.

✓✓ *Priority Setting* Marcos reported that they were having some problems with the model of prioritizing subpopulations. The main difficulty is in ranking the studies used, because the studies do not all meet the criteria. The Committee is working to overcome this. In addition Marcos asked for approval from the Steering Committee to have a community member, Jamie Peter, serve on the Committee. None objected.

✓✓ *Epi Work Group* Lisa reported that they have been working on the Chapter revision. As of yet they haven't been able to cut down the length of the Chapter from its 360 pages. They are including San Francisco's background and the basic demographics and they are going to use the consensus data from 1999.

**6. Report from the Coordinating Meeting**

At an earlier point in the meeting, Steven had reported that the Co-Chairs will be working to clearly define the various functions and roles of the Coordinating and Steering meetings. In addition, M. Discepola informed the Steering Committee of a

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

decision that was made at the Coordinating meeting to have Committee updates be a regular part of the HPPC future agendas.

**7. Restructuring**

Dara gave a handout that was entitled the Restructuring Implementation Proposal. The document showed where the different Restructuring recommendations will be addressed. She informed the group of a proposal to make the Standing Rules into a "Policies and Procedures Manual". Currently, all of the Standing Rules fit into the category of being a policy or procedure. The Roles & Responsibilities document will become a policy and become part of the manual.

She questioned where Items 2.1, 2.2, and 2.3, which relate to the role of the HIV Prevention Section, should be placed. The consensus of the group was to put the items in the Roles & Responsibilities policy section of the Policies and Procedures Manual.

The Committee digressed and started discussing the issue related to membership. Again, the discussion was tabled for a later time.

M. Discepolo asked if there were any more items to discuss related to Restructuring. Dara pointed out that item C (Community Engagement) and F (HPPC Interpersonal Relationships and Morale) on the Scope of Work would need to be addressed by Steering. These items will be place on the agenda for the next Steering Meeting.

A decision was made to place Bylaws and Restructuring on the Steering agenda adjacently. Michael also stated that there were a few issues that had come up during the course of the meeting that needed discussion. The group agreed that they would do so at the end of the meeting. In addition, a decision was made to include a New Business agenda item on each Steering agenda, at the end of the meeting.

Dara passed out a draft of the Bylaws that incorporated the Restructuring changes. The Bylaws, as amended, will need to be approved by the Council. The Bylaws are still pending revision from the Steering Committee.

**8. Plan for Supplemental Funding Application**

Steven passed out a draft of a proposal for the disbursement of Supplemental Funds from the CDC. The HIV Prevention Section is proposing a plan as to how they will spend \$ 430,000 in supplemental funding they will be getting from the CDC. The HPPC had asked the HIV Prevention Section to prepare draft of their plan to submit to the Council for review at the May 11<sup>th</sup> meeting. Besides reviewing the proposal at the present Steering Meeting and at the May 11<sup>th</sup> HPPC meeting, they will also be holding an open meeting to give the opportunity for more council members to weigh in on the application.

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

He hopes that one or both of the Co-Chairs will cosign on the proposal. In reality the Prevention Section will get the funds regardless of the signatures. However, the Prevention Section wants feedback from the HPPC. The concept that the HIV Prevention Section is proposing is to use the supplemental funds as a "Fund for Innovation". The goal of the fund will be to provide innovative and effective HIV prevention services to the behavioral risk groups with the highest need.

The Committee discussed the proposal, which involved the issuing of an RFP. Agencies would then write a letter of intent that would show how and why their proposal would be new and innovative. These letters would be reviewed by a panel, and then 8-10 of them would be asked to write a proposal, 3-5 of which would eventually be funded. The proposal is due to the CDC by May 30<sup>th</sup>.

Steven and Tracey answered questions from the Committee. M. Bogan asked if they were planning on prioritizing according to innovation, or BRP. Steven stated they would need to do both. Maria asked about previous years' supplemental funds running out and if there was going to be any gaps as a result of this. It was clarified that the 1997 funds did run out in December of 1999. It was clarified that the funds would have to be used for prevention services needs, not evaluation. In addition, the funds will be added to San Francisco's funding base in the future.

Michael announced that time was running out for the discussion on this item. Steven reminded the group that they would be scheduling an open meeting prior to the HPPC meeting on May 11<sup>th</sup>. The group decided they would hold the meeting on Tuesday, May 9<sup>th</sup> from 12-2 p.m.

## **9. Bylaws**

Dara informed the Steering Committee that if they reviewed the Bylaws article by article, with one article at each meeting, they would not finish the Bylaws until the end of the year. The other option would be to have groups of two to go through the Bylaws and review Technical Support's revisions. There are approximately 35 items related to the Bylaws that need to be addressed. Dara asked the Committee how she should proceed.

There was a short discussion on this. M. Bogan suggested that they pay a lawyer to look at the Bylaws, or get some national technical assistance from the federal government. Dara responded that it would be difficult to have an outsider do this, and questioned the need for outside help. Maria suggested that the Co-Chairs should look into the options and bring a suggestion back at the next Steering Committee. Many members of the Committee did not like the idea of having outside help work on the Bylaws.

M. Discepola summarized the options to deal with revising the Bylaws: 1) the Co-Chairs investigate the various options and make a decision 2) have technical support do it; and 3) have lawyers do it with technical support. The Steering Committee agreed on option 1.

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

that the Co-Chairs would come up with a plan for revising the Bylaws by the next meeting.

**Other Business**

The Committee moved on to discuss the Membership issue that had come up several times during the course of the meeting. Tracey pointed out that there have been council members who, although they are affiliated with a CBO, initially joined the Council because of their representation, not because of their agency affiliation. For instance, when Carla was chosen it was specifically because she is a male to female transgendered person. Although Carla does work for DPH, she technically would be put in the Community Representatives category in terms of her representation.

Al talked about the need to have people declare their representation at the Council meeting, and he suggested that it be done at the next May meeting. He also suggested that whether someone is compensated for their time by their agency might be criteria for putting them in the CBO or government category. Michael Bogan suggested they find a solution to being out of compliance with the Bylaws and present it at the next Council meeting.

Steven pointed out that in reality the HPPC is not out of compliance with them, and warned that these terms should not be thrown around lightly. In the Bylaws, the Community Representatives category does not specify that those put in that category are not affiliated with any CBO or governmental agency.

Maria stated that in her opinion they might be out of compliance with their Bylaws (when the new members are selected). She pointed out that the reason these caps exist in the Bylaws is to avoid potential conflicts of interest, and to avoid a monopoly by any particular constituent group. However, when a seat on the Council is given, it is not to the agency, it is to the individual.

The discussion continued. There was a motion that they propose to suspend the Bylaws for a short period of time, and vote on the issue during the next HPPC meeting.

The Committee voted on the motion, and it did not pass.

There was a consensus that the Co-Chairs would investigate and report back at the next Steering meeting

**10. Evaluation and Set May Steering Agenda**

The following items were decided for the May Steering Agenda:

- ~~Report~~ Report back from the Co-Chairs concerning Membership issues
- ~~Review~~ Review past minutes for a vote
- ~~New~~ New Business

**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee Minutes**  
**April 27, 2000**

- ✓✓ Update from Committees
- ✓✓ Presentation from staff from the Mission Neighborhood Health Center who want a letter of support for a young peoples' trip to South Africa to the International AIDS Conference
- ✓✓ Review Process Evaluation recommendations

The agenda will be finalized at the Co-Chairs meeting on Thursday, May 18<sup>th</sup>.

M. Discepola thanked the group for coming and the meeting adjourned at 5:35 p.m.

Minutes written by Cicily Emerson, Polaris R&D, Inc.

Minutes reviewed by Gigi Gregory, DPH and Michael Discepola, Community Co-Chair





# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. May 25, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** Co-Chairs:  
 Michael Discepolo, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair

*Please read and bring:* Agenda

1. Welcome/Introductions/Announcements		2:30—2:40 PM
2. Approval of minutes from 4/27		2:40—2:50 PM
3. Public Comment Possible Vote Request for support by Mission Neighborhood Health Center youth program to attend International AIDS Conference in Durban—Teresa Betancourt Vote		2:50—3:00 PM
4. Update from each committee Possible Vote	All Committee Members	3:00—3:20 PM
5. Report from Co-Chairs	Co-Chairs	3:20—3:30 PM
6. Restructuring C - Community Engagement Vote	Harder & Co.	3:30—4:00 PM
7. Short Break		4:00—4:10 PM
8. By-Laws & Representation Issues in By-Laws Possible Vote	Co-Chairs & Membership Committee	4:10—4:50 PM
9. Review Parking Lot/Set June 8 Council Agenda Vote		4:50—5:10 PM
10. New Business - Possible Vote to include new items in Steering Committee Parking Lot		5:10—5:20 PM
11. Evaluation and Ideas for June 22 Steering Agenda	All Committee Members	5:20—5:30 PM

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

**Members Present:**

Michael Bogan  
Al Cunningham  
Michael Discepolo  
Lyn Fischer-Ponce  
Maria Rinaldi  
John Blake West

**Members Absent:**

Steven Tierney  
Marcos Banales  
Kevin Roe

**Process Evaluation:**

**MGT Group:**

Monika Hudson

**DPH/HPS Office Staff:**

Gigi Gregory  
Tracey Packer

**Harder + Company:**

Dara Coan

**Polaris R+Dev, Inc.**

K. Simone Ferguson

**1. Welcome, Introductions/Announcements**

Marcos Banales and Sister Marymac Himm will be absent today.

**2. Approval of Minutes from 4/27**

Approving the previous minutes was tabled to the next meeting.

**3. Public Comment**

The Mission Neighborhood Health Center announced that six of their peer educators have expressed a desire to go to the upcoming International AIDS conference in Durban, South Africa. Currently they are looking for ways to raise funds to cover their expenses. Information packets describing what they are doing and soliciting for ideas about how to accomplish this project for the youth were distributed.

After some discussion Al moved that the Steering Committee write a letter of support for the project – Michael Bogan seconded the motion. The motion carried unanimously. Gigi and Tracey will write the letter of support.

**4. Update from Each Committee**

**Membership Committee**

The letters appointing new members were approved and signed. One new member called and said that they cannot participate. That brings the number of new members to 15. Dara said the new member manual will be ready by tomorrow.

Lyn said she knows the Membership Committee has issues around representation, and that it was briefly discussed at the last Membership Committee meeting. The Steering Committee needs to wait for approval from the rest of the Membership Committee members before discussing the matter.

Tracey suggested including a welcome letter to new members in the full Council pre-meeting packet which will introduce the new members to all HPPC members. At the June 8<sup>th</sup> meeting everyone will get an orientation manual and meet the new members.

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

Strategic Evaluation Committee

Michael Bogan said that he was reviewing Dara's work on the chapter revisions and discussing the phase-in of this new instrument.

Dara said that a lot of work was done on behalf of HPS (HIV Prevention Section) as far as what the vision will be for Strategic Evaluation over the next few years – and also its plans to develop a provider forum.

Priority Setting Committee

Tracey reported that the P.S. Committee has successfully implemented the model to identify priority subpopulations. It is requesting placement of an item on the June 8<sup>th</sup> agenda to present this information. Members will present the method they used to review subpopulations and the subpopulations they have identified.

Epidemiology Working Group – Lisa worked for two weeks determining what resources should be included in the new Epi chapter. She discussed behavior studies and whether to include them. The decision was made to synthesize as much as possible into the plan and to include the remaining items as addenda.

There was a discussion on co-factors. This discussion will continue at the next meeting on May 31<sup>st</sup>

**5. Report from Co-Chairs**

Maria reported that the co-chairs decided to return the Committee to its former structure and name. Rather than including all of the peripheral staff this group will consist of the 3 co-chairs and Kathleen Roe, Tracey Packer and Michael DeMayo. It will be called the Co-chairs Meeting again.

The group also talked about how to update the Bylaws. It was decided that Dara will continue revising the Bylaws. The City Attorney will then review them and after that, the revised Bylaws will be presented to the full Council, probably in August 2000. In this way, the new members can participate and vote on them.

Michael Discepolo went to a "mini-consensus" meeting at CAPS in preparation for the Consensus Meeting in November. He said there is no new information; MSM and MSM/IDU's are still the groups where the epidemic has affected the most people.

Steven said he sees as the most interesting new information about the epidemic the trend toward increasing new infections among gay white men, a phenomenon also being reported in New York and Boston, and which is having profound implications for community planning.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

Maria questioned whether the Detuned ELISA should be used to estimate incidence when it is not generally available to all the populations?. Michael Discepolo said that a lot of the researchers are over-sampling in hard to reach populations, so he thinks this notion that there are a lot of hidden populations is flawed. Lyn expressed concern over utilizing the Detuned. She thinks there is an over reported population of gay white men who are getting detuned. She thinks people need to know that. Maria said there is a need to discuss this as an agenda item . She added it to the list of things to be discussed by the Steering Committee.

**6. Restructuring C-Community Engagement**

The Restructuring Task Force came up with a scope of work, copies of which were given out. The Steering Committee is responsible for completing the work. Michael Discepolo said he doesn't believe the community engagement is what restructuring was all about. He believes that a lot of questions can be answered in the roles and responsibilities document and that the other matters can be addressed as part of an ongoing process.

Michael Bogan said the Committee needs to talk about how to address the issue of representation. He asked what the body can do to be responsible to the community. He rejected the idea that community members can come to the Council and ask questions about contractual issues. The Council decided to limit public comment so the community can't interact when the agenda is being discussed. He suggests that the Council figure out how to encourage public input without the negative influence it can bring. Michael Discepolo agrees there are no structural outcomes and that's why the matter should not be in restructuring.

There was discussion about how the Council could increase involvement with the community. The Council needs to constantly monitor its structure to become more involved with the community. A motion was made to consider the rules of community engagement in conducting business on an ongoing basis as a Steering Committee. The motion passed with all voting members being in favor, and one abstention.

Al suggested that, under this topic, its best to make everyone aware of the consensus meetings. He thinks it would help by giving people the opportunity to participate if they can. Lyn added that what was held was a pre-consensus meeting – so the Committee needs to be very clear and to make everyone aware of the actual meeting when it is called. Dara stated that next time the Committee will talk about another group of items left over from restructuring - entitled HPPC Morale.

**7. Short Break**

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

**8. Bylaws**

Tracey reminded the Committee that the Council voted that every Steering Committee meeting should have 30 minutes of discussion on By-law issues on its agenda until they are completed. The Steering Committee wanted to discuss the issue of representation at this meeting.

Steven and Kevin mentioned that the question of the Council operating in compliance with the Bylaws refers to page 3 of the Bylaws which speaks to the numbers of representatives. The interpretation has been that each member is defined as only one of those categories based upon their primary involvement.

Steven said in his interpretation there is no language saying that the group you present yourself as belonging to is the group you represent, or whether you can represent as many groups as you want, or how the Council should categorize those people who represent themselves as belonging to many groups. Also, the language is such that representation can be interpreted many ways.

Maria disagreed with that interpretation saying that since we are not clear about what it says or means, then for example, where the rules say that no more than 10 should be HIV-infected, then if someone is HIV-infected and they also work for DPH, that person is categorized as a DPH representative. She believes the Committee should think in terms of the CBOS and researchers, and then it becomes exclusive.

Michael Bogan believes the solution is to drop the word "representation" and instead look at what the Council wants, which is to avoid a group dominated by government employees. If there is a limit on government employees under CBOS, then let's adhere to that limit. Under CBOS there is a possibility of conflict of interest because these members' paychecks would come from the DPH. It is more important to look at where the money is coming from.

Michael Discepolo said he has had this discussion many time before, and has been looking to see what legal counsel has to say about the matter.

Gigi said representation is an issue for the Council to consider in terms of gaps in representation among membership, what factors determine how new members are selected, and how people see themselves.

Lyn said when we say government representative, we may want to redefine that term. Someone can sit on the Council as an STD representative and although they are a DPH employee, they can still bring a perspective relative to all people in San Francisco in dealing with STDs.



HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

John hopes that university and community college representatives will be considered under this issue.

Steven is almost sure that the city lawyers will rule that the Bylaws don't say anything specific, therefore as a Council we have to think about what we want, find the language to support that and then rank-order those categories. He believes that if a member is a DPH employee, that fact supercedes everything else.

Dara asked how this issue should be brought to the Membership Committee.

Lyn said the recent appointment letters did not address representation - but it will be discussed at the next Membership Committee meeting.

Tracey offered a perspective, stating that it is difficult to box people into representing one thing, and she believes that it is best when there is diversity around the table since planning is taking place for the entire city, not just for the specific group each member belongs to. Also, we want to make sure there is balance racially, ethnically and regarding sexual orientation.

Maria said Michael is proposing a criteria that simplifies the representation issue as stated in the Bylaws. When the vote was taken, the majority agreed that the Council was in compliance with the Bylaws on this issue. If the Council likes the present composition of the Council, then the real question is whether the Bylaws support the current composition. She suggests that is the discussion the Committee should be having, not this one about each person's personal representation.

John said the Committee has to keep in mind that the recent member selection cycle dealt with demographics of individuals. The proposal is that the body have no more than "x" number of government officials and "x" number of those from non-governmental agencies. The Council was concerned about the gaps in representation around the table. He suggested a new language for the membership, as follows:

"To the extent feasible, the membership of the HPPC should reflect the demographics and characteristics of the HIV/AIDS epidemic in San Francisco. However at no time should the membership be comprised of x % or x number of governmental representatives."

Later he modified his suggestion to read "...at no time should the membership be comprised of x number or y% of individuals who receive salaries as a result of government funding."

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

Al agrees with John's suggestion and agrees that the demographic requirement may open up a whole can of worms that may exclude certain individuals from participating.

The discussion centered around being mindful of boxing ourselves in with specific language. At all times the HPPC should reflect those affected by the epidemic and the composition of the population of San Francisco.

John said by limiting the number of CBOs we may be limiting certain members we need, such as Native Americans. Michael Discepola thinks he agrees with the concept, but he is struggling with the suggestion because CBO affiliates know most about the work they are doing within the epidemic. Steven said there are people who work at CAPS, many of whom do not consider themselves a member of that affiliate, but rather they come to the table as community representatives. The Council needs to ask the question whether it should be made up of members who cannot represent the agency they work for in favor of the target population they represent.

Steven suggested setting up a working group that puts together language and several options dealing with the issue of membership and Article 4 of the Bylaws and come up with a couple of drafts for the next Steering Committee meeting in June and Council meeting in August. That idea was accepted. The Working Group will be: Maria, Al, Dara, Steven or Tracey, and John will head it up.

Lyn suggested to the Work Group to change the wording "membership" to "members."

**9. Review Parking Lot (handout)**

Steven said the issue before the Steering Committee is to prioritize the items in the Parking Lot. Dara passed out a handout and said that only 5 people from HPPC voted on these issues.

Dara and Michael DeMayo suggested the item be put it on the Council agenda and members vote on the item so the committee co-chairs can rank them. Maria thinks the exercise itself should be an agenda item.

Steven said each member could be given 5 dots (based upon the five remaining meetings) and will be asked to put them beside a Parking Lot item. Existing members will get red dots and new members get blue dots at the next full Council meeting in June.

Dara suggested the co-chairs should go through and remove the items not covered by the CDC mandates. The members agreed by consensus to use this Parking Lot process. Lyn asked a process question: How would something get removed from this list? Steven answered that if it is not one of the top six – then it will be removed.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
May 25, 2000

**Set June 8 Agenda**

Tracey walked through the draft agenda for the June 8 Council meeting (see handout).

John said any arrangements made for physically impaired new members should be taken care of before the next meeting. Gigi said she will handle that before the next meeting for the visually impaired member – she will check on several options that would allow that member to participate. Monika suggested the Committee take a look at the kind of support that is helpful but not disruptive.

The agenda was completed.

**10. Membership Representation Issues In Bylaws**

Tracey said Restructuring has passed some recommendations about Bylaws but they have not been implemented yet. The Council must rule on them before they can get into the Bylaws. There may not be enough time to put it on the June agenda.

The members agreed to postpone the discussion until the August meeting when there will be a formal presentation on Bylaws.

**11. New Business - Possible Vote to Include New Items in Steering Committee Parking Lot**

Michael Discepola had decided at the last Steering Committee meeting that every committee would do a quick presentation. There will not be enough time on this agenda because of the orientation procedure.

A motion to postpone this practice until the July Council meeting was put on the floor. The motion was seconded by Maria. No one expressed disagreement with this suggestion.

The meeting adjourned at 5:30 P.M.

*Minutes recorded by Simone Ferguson and prepared by Amari Flood, of Polaris Research and Development.*

*Minutes reviewed by Michael Discepola, Maria Rinaldi, Gigi Gregory and Tracey Packer.*



# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. June 22, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave., S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** **Co-Chairs:**  
 Michael Discepola, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair

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*Please read and bring:* Agenda

*Please review minutes from:* 5/25, 4/27, and 3/23

1. Welcome/Introductions/Announcements		2:30—2:40 PM
2. Approval of minutes from 5/25, 4/27, 3/23	Vote	2:40—2:50 PM
3. Public Comment	Possible Vote	2:50—3:00 PM
4. Update from each committee	Possible Vote	All Committee Members 3:00—3:20 PM
5. Report from Co-Chairs	Co-Chairs	3:20—3:35 PM
6. Cooperative Agreement-set up 2 special Steering Committee meetings to establish 2001 HPPC goals & objectives and begin discussing the goals	Co-Chairs	3:35—4:05 PM
SHORT BREAK	All	4:05—4:15 PM
7. By-laws: Report on Process for completing By-Laws	Harder & Co. & CoChairs	4:15—4:20 PM
8. Restructuring	Possible Vote	Co-Chairs 4:20—4:50 PM
9. Review Parking Lot Tally /Set July 13 <sup>th</sup> Council Agenda	All	4:50—5:10 PM
	Possible Vote	
10. New Business - Possible Vote to include new items in Steering Committee Parking Lot	All	5:10—5:20 PM
11. Evaluation and Ideas for July 27 <sup>th</sup> Steering Agenda	All	5:20—5:30 PM
	Possible Vote	

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# HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

June 22, 2000

## Members Present:

Steven Tierney  
Al Cunningham  
Michael Discepola  
Lyn Fischer-Ponce  
Maria Rinaldi  
John Blake West  
Marcos Banales  
Michael Bogan

## Members Absent:

None

## Process Evaluation:

Kevin Roc

## MGT Group:

Sharifa Wilson

## DPH/HPS Office Staff:

Gigi Gregory  
Tracey Packer  
Lisa Reyes

## Harder + Company:

Dara Coan

## Polaris R+Dev. Inc.

Amani Flood

## 1. Introductions/Announcements

Maria Rinaldi chaired the meeting. Mike Bogan announced that he and Steven met with Cynthia Gomez, the researcher who is doing the study on the HPPC. They will report back to the Council on the meeting.

## 2. Approval of Minutes from 3/23, 4/27 and 5/25

The motion to approve the minutes from March 23 and April 27 was put on the floor. Al said that it's difficult when the minutes get behind to give a competent vote on them. Tracey said that Amani is working to catch up and things are moving in the direction of having members get the minutes much sooner. By unanimous vote the minutes from the March 23 and April 27 meetings were approved. The minutes from the May 25 meeting will be considered at the next meeting.

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## 3. Public Comment

There was no public comment.

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## 4. Committee Reports

### Membership

Lyn reported that the orientations are going well. One issue that came up is a recommendation that there be a separate working group of the Council around issues relating to people of color.

Maria said that in the planning group it was decided to give some attention in the orientation sessions to training on Robert's Rules, for both new and old members. Committee Chairs are asked to inform their committees that this will be a part of the two remaining orientation sessions.

Al said that the representation issue is still unresolved. He wants the Council to continue pursuing it until it is clarified. Michael Discepola said that when he met with Steven and Maria they decided that issue would be sent back to the Membership Committee for further deliberation and to come back to the Council in the form of a recommendation. It is really a Membership Committee issue, and they want to support the Committee's work on it. It will then go to Steering and then to the Council. He clarified that the full task as

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
June 22, 2000

it is being assigned to Membership is to define representation on the Council as it is outlined in the HPPC Bylaws and as it relates to affiliation and parity. The question before it is, "what should membership on the Council ideally look like in regards to representation?"

Strategic Evaluation

Michael Bogan reported that Dara is rewriting the chapter with oversight by the Committee. It is going well. They are following the developments in other quarters about the integration of the new CDC data collection and reporting tool. They are having a problem with two committee members who do not attend meetings and this is affecting their quorum. They have decided to remove the members and want the Council's advice on how to proceed.

Discussion took place on the procedure to remove committee members, whether the same rules that apply to Council membership apply to committees, and how any action would affect Council membership (i.e. if they are removed from the committee, are they also removed from the Council).

The Bylaws require two warning telephone calls and then a letter of dismissal. In the past there have been problems with follow up by the co-chairs after being informed about absentee committee members, but they are working to improve implementation of the procedure. Each committee's DPH staff person responsible will be making the phone calls and sending out the dismissal letters, so that person is the liaison between the committee and the co-chairs and they have to ensure that the procedure is followed and removal is effected when necessary. Since committee membership is a requirement of Council membership, committee dismissal includes being dismissed from the Council. A dismissal letter will be sent to two Strategic Evaluation Committee members who have been delinquent for some time, and whose case has already come before the co-chairs.

Michael Discepola asked that we table the issue of attendance on committees and how delinquency or dismissal affects membership on the Council until the next Co-Chairs meeting, when they will discuss it in more depth and look at the Bylaws concerning it. It was agreed to do that.

On the next agenda, the Committee will discuss the abstracts from the International AIDS Conference in Durban, South Africa. They decided that someone will ask CAPS if someone from the Committee can attend their forum wherein they report back on the conference. A report to the Council will follow that meeting.

Priority Setting

Marcos discussed the committee's work on identifying subpopulations and emerging populations. Michael Bogan said he really liked the model and the Committee's presentation to the Council, and he wants to find ways to avoid having the Council derail Committees' work as what happened at the last Council meeting. Marcos said the

# HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

June 22, 2000

Committee had discussed the presentation and believed the problems mostly had to do with new members trying to understand the concepts based on limited knowledge. Lyn also reported that these matters had been discussed with the new member in their first orientation. Notably, the new members had no orientation before the first meeting they attended. In the future, with the time available, orientation would begin before new members attend their first meeting.

There was discussion on how Committees can present their work with less opposition by Council members. Michael Bogan said he still believes the old members sometimes short-circuit the work of the Committees. He suggested that a motion should be put on the floor during the presentation so that no one steps in with a different motion or with comments that lead the discussion off on a tangent.

Maria pointed out that the Priority Setting Committee took the heat of being the first presentation to the new members, and therefore absorbed all of their questions and confusion. She suggested that the Council Co-Chairs have to take better control of the meetings to ensure both order and the smooth flow of discussion relating to the presentation. Also the presenters and the chair of the meeting should be very clear when introducing the presentation and the discussion so people know exactly what issues are before them.

## Epi Working Group

Lisa said the group has not met since the last Steering Committee meeting. They will meet next week to review Harder & Company's new Epi profile. She asked for time on the July Council agenda to give a report.

## **5. Report From Co-Chairs**

Michael Discepola reported that the co-chairs had discussed how to bring Committee reports before the Council in a more orderly way. They concluded that it is important for the Committees to make sure their proposal is well formulated before they come. The proposal will lead off the presentation. The Council members will be urged not to try to re-do the Committees' work. He and Maria will heretofore receive all committee minutes so they will have a sense what work is going on and where each committee is. Council agendas will be created by leading with prevention business followed by process issues.

Michael Bogan said we have to be careful not to discourage discourse since the Council's job is to oversee the committees, but we must ensure that the discussion is conducive to getting HIV prevention work done. Process is important, but he hopes that everyone is united on doing the work of the Council in preventing the spread of AIDS.

After discussion, it was decided that the Co-Chairs should explain clearly the HPPC members' options when they hear committee presentations. These are 1) yes, they accept

# HIV PREVENTION PLANNING COUNCIL

## Steering Committee

## Minutes of Meeting

June 22, 2000

the proposal; 2) no, they do not accept it; or 3) they wish to send the matter back to the committee to respond to certain concerns.

Michael Bogan said members should be careful not to call the question too quickly. Other ways exist to move the process forward such as saying "can we move on, can we clarify where we are," etc. Someone said members should simplify their suggestions, just say they don't agree and briefly state why. Every discussion shouldn't contain a myriad of suggestions on ways to fix the proposal. This is what leads the conversation away from the proposal.

Maria pointed out that changes in procedure will be difficult to implement since the Council is accustomed to doing things a certain way. All of the committee chairs must support the Council co-chairs when they have to interrupt speakers, cut people off, etc. It was decided by consensus to follow Robert's Rules more closely during discussions.

Al suggested the Co-Chairs should explain themselves during the interruption process, by stating "I am interrupting you because..." Kevin said members should also use the dialog boxes to communicate concerns or to support the Co-Chairs in their efforts to move the process forward.

### UCHAPS Report

Maria reported that the UCHAPS meeting was a lot of work and productive. She proposes making a full report to the Council. She advised the group that every other jurisdiction seated on the UCHAPS body voted and accepted membership to the group, but San Francisco did not choose or vote at the planning group whether to accept membership or not on the UCHAPS group. Every other city regularly sends representatives to UCHAPS meetings and has UCHAPS business included in their planning groups agendas. She believes San Francisco's HPPC should be better informed. With the Committee's agreement, she will try to get more information about UCHAPS to the Council members and in the future, San Francisco will vote on its inclusion in UCHAPS. The next meetings of UCHAPS will be held here during the first week of August and they have agreed to add 2 hours to their agenda to brief San Francisco members on the urban agenda. Four membership positions are available. Steven Tierney and someone else from DPH are required to hold two positions. The other two positions can be held by any member of the HPPC, they don't have to be Co-Chairs.

After discussion it was decided that after Maria's presentation to the Council on her attendance at the UCHAPS meeting, and after the UCHAPS meeting in San Francisco in the fall, the HPPC will vote on its membership in UCHAPS and who will be the UCHAPS. This vote will include a decision on who from the San Francisco HPPC will serve as the UCHAPS representative.



# HIV PREVENTION PLANNING COUNCIL

## Steering Committee

### Minutes of Meeting

June 22, 2000

In response to Michael Bogan's question of whether funds come out of prevention monies, Steven clarified that there is a line in the HIV Prevention Section budget to support community planning activities. Attendance at UCHAPS out of town meetings comes out of that. Tracey clarified that UCHAPS' own membership fee does not, however, come out of that line item.

#### Other Business

John expressed disagreement with new members having the Epi Working Group as the committee assignment and he asks that this decision be reconsidered. After discussion he made a motion that the Epi work group participation by new members not be counted as primary committee assignment. Lyn seconded it and the tally was five in favor, one opposed and one abstention. However it was only a straw poll because the item was not on the agenda as a vote. Michael Discepola pointed out that the new members had been given the opportunity to request a committee assignment, but it was not guaranteed that they would get their requested committee. Therefore it should not be difficult to advise them now that the Epi Working Group is not available as a primary assignment, but that they can join it. It was unclear whether they would be able to vote since it had been decided at the outset of the Epi WG that only members who attended the first two meeting would be eligible to vote. It could not be voted on at this meeting since it was not on the agenda. The discussion was tabled until it could be clarified in the Epi WG, and discussed at next Steering Committee.

The ten Palm Pilots donated by 3M will be raffled off to the 14 Council members with good attendance. (Note: New Council members will not be eligible for the raffle.) At the end of the upcoming Council meeting, the names will be put into a basket and ten will be pulled. If anyone does not want to participate, if they already have a Palm Pilot, etc., they can withdraw their name. It will officially happen at the end of the Council meeting so those not wanting to stay for it, are not required to stay.

#### 6. Cooperative Agreement

Tracey said the Cooperative Agreement between the DPH and the CDC is due on September 18. The Co-Chairs have decided that the Steering Committee will be developing the HPPC goals and objectives and receiving drafts of the application. The Steering Committee will make recommendation to the HPPC for concurrence with the application. Brian is the staff person who will write the agreement. The 1997 plan continues to set the Council's priorities with the exception of the new Strategic Evaluation and Priority Setting chapters.

After discussion it was decided that the July 27 and August 24 Steering Committee meetings will be extended to from 2:00 p.m. - 6:00 p.m. to avoid having to add additional meetings. The extra time will be given to the Cooperative Agreement development.

# HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

June 22, 2000

The Committee then brainstormed broad goals and objectives for the upcoming year and beyond.

Michael Bogan suggested (ask him) and this was accepted as a great idea.

The ideas suggested were as follows:

- Have full Council meetings in San Francisco neighborhoods
- Showcase and review prevention activities at full Council meetings
- Reduce unexpected attrition of HPPC members by  $x$  percent
- Revisit the prevention inventory list in San Francisco
- Highlight prevention services provided
- Evaluate prevention case management to see how to expand or modify to increase effectiveness
- Have the Council deal with counseling and testing – discuss these as prevention services
- Interact with other Bay Area counties and their agencies
- Consider the strengths and shortcomings of entire CBO model
- Expand the HPPC monitoring role beyond verification of contracts for providers
- Host a public prevention forum
- Understanding the strengths and weaknesses of peer model paraprofessional and professionals
- Interventions
- Evaluate the feasibility of merging the CARE Council and the HPPC
- Re-examine the definition of prevention
- Target 90% of HPPC money for MSMs
- Address PEP (post exposure prevention) services as a prevention service
- Highlight long term HIV-negative survivors and how they have stayed negative
- Focus on the media and its impact on prevention
- Become more consistent about HPPC reports
- Be consistent with follow up and follow through
- The council to take a more active role in research to find populations we don't know about
- What can we do with media exposure and get more involved in the media
- Improve public relations and examine causes of why HPPC has a poor image in the community

Members are asked to e-mail Tracey or Brian with any more ideas. Brian will prepare goals and objectives based on these ideas.

## 7. Bylaws

Dara said Harder & Company are rewriting the Bylaws and will bring it to the next Steering Committee meeting.



HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
June 22, 2000

Dara said she will not attend the next Steering Committee meeting, but Michael DeMayo will.

“Standing Rules” are now called “Policies and Procedures.”

### **8. Restructuring**

Dara revisited the handout which was distributed at the May 25 Steering meeting entitled “Community Engagement as Defined by Restructuring Task Force” (see minutes of May 25). In commenting on it, Steven said as leaders we can choose to be positive and proactive. The language in the handout is somewhat negative. We must operate in a posture of strength and forward motion. The Council will follow our lead.

There was discussion on the handout about its wording, the fact that some of the issues have already been discussed or resolved, what image it sends to the new members, etc. Michael feels that there has been improvement and that should be acknowledged. We need to continue addressing the topics on the list by creating guidelines and doing the work. Every one of us can improve something about ourselves. The emotional tone we set on the council is important. It was decided to discuss confrontational and emotional difficulties in Steering Committee rather than in the full council, to use the dialog boxes on the evaluation forms and to address problems/issues on an ongoing basis.

Marcos said that it’s usually the same people who speak out at meetings. We have to work with the people who have difficulty speaking out and encourage full participation by all members. It can be very intimidating for new members, and even for old members. There are also those who have real problem, i.e., those who are visually impaired, , homeless, etc., that pose barriers to full participation and communication. Ideas for resolving these were discussed.

Maria said any cultural training should be constructive. Perhaps given by a member of the State of California’s cultural competency commission.

Maria suggested we use this handout as a referral list of problematic issues and revisit it at the end of the year to see where we stand on them at that time. Michael Bogan suggested we put on a two-minute standing Steering Committee agenda item called “tone of the council,” or something like that. But there must be real time allocated for it. This idea was agreed by consensus. Dara will see if the Council can accept this recommendation as reported, or if a vote is needed. Otherwise it will become part of the Co-Chairs report.

### **9. Review Parkng Lot Tally/Complete 7/13 Agenda**

The Parking Lot Survey Results handout showing how the Council votes were tallied was distributed. Discussion followed. Michael Discepolo made a motion to accept the top four matters from the old members’ tally and add those to the agendas of the next four

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
June 22, 2000

HPPC meetings. The motion was seconded and question was called. The motion passed with 7 in favor and 1 opposed. There were no abstentions.

Michael Discepola asked for a vote to determine the fifth item to be accepted from the Parking Lot for HPPC consideration later this year. He motioned to accept the Update From Prevention for Positives/Prevention for Positives.... Discussion followed. Most members were in favor. (See item 11 below for resolution of the matter.)

It was decided to bring the results of this discussion to the next HPPC meeting to be shared with the Council and to advise members that if there are issues that are now off the Parking Lot, how they can bring any of the issues listed before the Council for consideration.

The suggested and accepted changes to the proposed July 13 Council agenda were as follows:

- 1) change the time of the drawing from 5:55 to 6:00
- 2) HPPC Co-chairs report, add "possible vote"
- 3) UCHAPS representative, change "possible vote" to "vote"

John asked the Committee to consider imposing a "no scent" policy at meetings on the agenda. He said some people, including himself, are very sensitive to perfumes. After discussion Steven moved that the Committee accept this suggestion and put it on the agenda as part of the co-chairs report. The motion was seconded, and it passed by unanimous consensus. Steven will prepare a set of guidelines to distribute to everyone.

The motion was made to put the parking lot item "Prevention for Positives ..." on the next Council agenda. The motion passed with 5 in favor and 3 opposed.

#### **11/12. New Business for Steering Committee**

This item is tabled until the next meeting. Anyone can call one of the Co-Chairs to talk about any topic in advance of the next meeting.

With thanks from the chair, the meeting was adjourned at 5:35 p.m.

*Minutes prepared by Amani Flood, of Polaris Research and Development.  
Minutes reviewed by Michael Discepola and Tracey Packer.*

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

Thursday July 27<sup>th</sup>, 2000  
2:00 to 6:00 PM  
HIV Prevention Section  
25 Van Ness Ave, S. F.  
Room 330B, 3<sup>rd</sup> Floor

Meeting called  
by:

Co-Chairs:

Michael Discepolo, Community Co-Chair

Maria Rinaldi, Community Co-Chair

Steven Tierney, DPH Co-Chair

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Please read and bring: Agenda

Please review minutes from: 5/25, 6/22

1. Welcome/Introductions/Announcements		2:00—2:15 PM
2. Approval of minutes from 5/25, 6/22	Vote	2:15—2:20 PM
3. Public Comment	Possible Vote	2:20—2:30 PM
4. Update from each committee / Review attendance	Possible Vote	2:30—3:00 PM
5. Cooperative Agreement	Possible Vote	Brian Dobrow 3:00—4:00 PM
6. SHORT BREAK	All	4:00—4:15 PM
7. Report from Co-Chairs/Attendance Policy	Possible Vote	Co Chairs 4:15—4:30 PM
8. By-laws Changes	Possible Vote	Michael De Mayo 4:30—5:15 PM
9. Review Parking Lot /Set August 10 <sup>th</sup> Council Agenda	All	5:15—5:35 PM
	Possible Vote	
10. New Business - Possible Vote to include new items in Steering Committee Parking Lot	All	5:35—5:50 PM
	Possible vote	
11. Evaluation and Ideas for August 24 <sup>th</sup> Steering Agenda	All	5:50—6:00 PM
	Possible Vote	

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HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

July 27, 2000

Members Present:

Maria Rinaldi  
Al Cunningham  
Michael Discepolo  
Lyn Fischer-Ponce  
Steven Tierney

Members Absent:

John Blake West  
Marcos Banales  
Michael Bogan

Process Evaluation:

Kevin Roe

DPH/HPS Office Staff:

Gigi Gregory  
Tracey Packer  
Lisa Reyes  
Brian Dobrow

Guests:

Michael Petrelis,  
*www.AIDS Statistics.com*

Harder + Company:

Michael DeMayo

Polaris R+Dev. Inc.

Amani Flood

**1. WELCOME/INTRODUCTIONS/ANNOUNCEMENTS**

Monika Hudson will not be attending today's meeting. Marcos Banales called to say he is not able to attend. Maria, Al and Lyn announced they will not attend the next Steering Committee meeting on August 24, 2000.

**2. APPROVAL OF MINUTES FROM 5/25 AND 6/22**

A motion to approve the minutes from the two previous meetings was made and seconded. By unanimous vote, the minutes from the May 25, 2000 and June 22, 2000 meetings were approved.

**3. PUBLIC COMMENT**

Michael Petrelis of [www.AIDS-STATISTICS.COM](http://www.AIDS-STATISTICS.COM) spoke about the absence of community members at this and other HPPC meetings. He said that if the recent Chronicle newspaper article was correct, and the AIDS epidemic was threatening to cause thousands of deaths, one would expect to see many more community members at HIV Prevention Council meetings. He believes that the University of California is "cooking numbers" with respect to inflating the number of HIV cases. He spoke about the decrease in syphilis cases in the past year. He also wants all previous minutes to reflect that he is not a member of ACT UP SF.

**4. UPDATE FROM EACH COMMITTEE/ REVIEW ATTENDANCE**

a. Membership Committee

Maria spoke with Jorge Ortiz. He gave her permission to inform the committee that he has been very ill and also has other personal problems which he is dealing with. He wants to request a leave of absence for two months, after which time his case will be reviewed.

b. Epi Working Group

Lisa reported that Harder + Co. is continuing the writing of the Epi Profile chapter. Epi Working Group will meet August 30 to discuss the latest additions to the chapter.

DOCUMENTS DEPT

AUG 23 2000



HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
July 27, 2000

c. Review Attendance

Father River Simms has been absent from meetings because he is a witness at a criminal trial, which is ongoing as of last week. Steering will monitor his situation and report back to the Council when they learn more. Telephone calls were made to Kimberly Gallant and Bill Barnes. The calls have not yet been returned.

d. Priority Setting Committee

The committee has used the model to identify sub-populations and has agreed by consensus to accept the sub-populations it has identified. The work of the committee might be finished by September and then they will begin to write and revise the chapter.

e. Strategic Evaluation Committee

Lisa reported that the Strategic Evaluation chapter is finished and will be presented to the full Council for a vote of approval on August 10.

A recent special meeting was cancelled due to last minute issues. Steven wants to discuss a possible procedure of having an HPPC phone line so people can call in to find out whether a scheduled meeting is still on or has been canceled. He suggests asking people who intend to come to a particular meeting to call and leave a number where they can be called back should the meeting be canceled. Calling the number will not be mandatory. Discussion followed. Co-chairs will be presented with the concept and will be asked to report back to this committee on their decisions.

Maria called for someone to speak to the members of the Strategic Evaluation committee regarding the absences and recent cancellations. It seems to be difficult to get a quorum and the reasons need to be investigated. Tracey said the group can finish its current work soon and should be given a new assignment. The committee has had some difficulty with attendance for the past couple of years. There are potentially four new members, although the assignments have not been approved. Michael Discepola is in favor of dissolving the committee, and establishing a new committee as needed, giving everyone the same opportunity to become a member of the new committee.

Steven said the rules of operation for committees can be reevaluated because there is no rule stating that a quorum must be present in order for business to be conducted. Also, when problems such as these arise, there should be an evaluation of the work of the committee to learn if there is some underlying reason why people are not attending the scheduled meetings.

**5. COOPERATIVE AGREEMENT**

Brian Dobrow presented a handout entitled "HPPC Goals and Objectives for 2001." He is concerned about the goals of the HPPC and whether anything has been missed that the committee should be doing. He asked are the goals realistic, is the time okay, and can



HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
July 27, 2000

these things be accomplished in a year? Also in question is whether we are discussing the correct issues for HIV prevention.

Steven wants to add an objective to view HIV in a larger context, specifically working with substance abuse, gay men's health issues, and STDs. He is concerned that we should put more value on these "co-factors."

Brian Dobrow advised that last year's goals and objectives focused more on committee work rather than on active prevention work. This opens up the HPPC for some question as to its effectiveness. He wants this year's goals to focus more on HIV prevention.

The group re-worded and rearranged some of the objectives. Steven stated that Goals and Objectives will be on the agenda at the August 10<sup>th</sup> Council meeting. The Council will conduct a final vote at its September meeting. This plan was agreed to by consensus.

## SHORT BREAK

### 7. REPORT FROM CO-CHAIRS/ATTENDANCE POLICY

Handout: HPPC New Member Committee Preferences, July 2000. A discussion was held on the new member committee assignments. A new committee is planned to be formed when Strategic Eval. completes its work, projected to be in September. A motion was made to accept the assignments as shown on the handout. The motion was seconded and the chairman called for objections. There being none, the motion was granted.

A discussion was held on the de-briefing of the July 13 Council meeting. Three topics were specifically addressed. 1) Threats directed towards the Council; 2) Personal attacks directed towards members; and 3) Members' conduct.

A discussion was held on the possibility of setting up a task force to specifically deal with the issues of people of color this year in response to the call for such by Rev. Flunder. One concern is what resources can be allocated towards it and another is what would be its scope of work. Steven has requested clarification on the requirements for forming sub-groups under the Brown Act and other parameters. By motion and unanimous vote, it was agreed to set up a People of Color Working Group. The committee will be asked to come up with a scope of work for this year, and to identify and prioritize the Working Group's tasks.

### ATTENDANCE POLICY

Three aspects of attendance were discussed. Council attendance, committee attendance, new member orientation attendance.

New member orientations were made mandatory during the membership selection process. How the council will handle new members who did not attend was discussed. It

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
July 27, 2000

was noted that new members were not told that lack of attendance would disqualify them from membership. A motion was made that members who did not attend either the orientation sessions or the make up sessions, be dismissed from the council. After receiving a second the vote was taken and by a count of 2-3, the motion failed.

A second motion was made that the Council strongly urge all new members to attend the make-up sessions. The motion was seconded and passed by unanimous vote.

A third motion was made that in the future, new Council members will be required to attend orientation sessions or make-up sessions, or they would be dismissed from the Council. The motion was seconded and passed. Kevin Roe suggested that since attendance will be mandatory, the orientation process should be evaluated so that sessions are fully accessible.

Members are asked to read the language on the Board of Education rules for public comment which was handed out, and be prepared to discuss it at the next Steering Committee meeting.

## **8. BYLAWS CHANGES**

Michael DeMayo distributed the Bylaws document which has been revised. Steven stated that Bylaws should be simple and direct, with minimal requirements. They must pass by a 2/3 majority. Michael DeMayo pointed out that both Bylaws and Policies and Procedures are equally binding, but P&P can be suspended while Bylaws cannot.

A motion was made and seconded to accept the Bylaws as distributed. The floor was then open for discussion on these Bylaws. Members made their suggestions for changes to the Bylaws document. A motion was then made to accept the Bylaws as revised at this meeting. Michael DeMayo recommended that if the members vote to accept these revised Bylaws, a minimum set of policies and procedures should also be presented to the Council at the same time for ratification. The question was called, the vote was taken and the motion to accept the Bylaws which Michael DeMayo distributed, as amended during this meeting, passed by majority.

Steven suggested mailing each Council member a copy of the Bylaws and hold discussion on it at the upcoming Council meeting on August 10, 2000, under the Co-Chairs Report. A motion was made that a vote for the Council to accept new Bylaws will be held no later than December, 2000, and that the major policies and procedures will be completed and presented at the same time. It was further suggested that the Policies and Procedures be re-evaluated every year in January. The suggestion was accepted. Members will be advised that a full formal discussion will be placed on a future Council agenda.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
July 27, 2000

**9. REVIEW PARKING LOT**

On suggestion by Steven the committee decided that at every Steering meeting, as many parking lot items as possible will be put on the Council agenda, with the Council being advised that if they add other items to the parking lot, there is no guarantee that the matter will be on the agenda.

**SET AUGUST 10<sup>TH</sup> COUNCIL AGENDA**

A motion was made to accept the draft August 10<sup>th</sup> Council agenda. A second was received and the motion passed.

**10. NEW BUSINESS**

The Process Evaluation team are requested that they not put anything the members may wish to keep on the back side of the evaluation form which they have to turn in.

**11. EVALUATION AND IDEAS FOR AUGUST 24 STEERING AGENDA**

A motion was made to accept the draft August 24 Steering agenda, with the addition of "Critical Policies and Procedures" as item number 8. The motion passed by majority vote.

*Minutes prepared by Amani Flood, Polaris Research & Development  
Minutes reviewed by Michael Discepola and Gigi Gregory.*



MEMORANDUM

August 21, 2000

TO: HPPC STEERING COMMITTEE MEMBERS

RE: MINUTES FROM JULY 27, 2000 MEETING

DEAR MEMBERS:

PLEASE DISREGARD THE PREVIOUSLY SENT MINUTES FROM THE LAST STEERING MEETING, AND SUBSTITUTE THE ENCLOSED MINUTES INSTEAD.

WE DISCOVERED SEVERAL MINOR ERRORS IN THE PREVIOUSLY SENT MINUTES.

IF YOU HAVE QUESTIONS, PLEASE CALL ME OR GIGI GREGORY (554-9441).

THANK YOU.

AMANI FLOOD

Polaris Research and Development

777-3229, Ext. 313





# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thursday Aug. 24<sup>th</sup>, 2000**  
**2:00 to 6:00 PM** note time change!  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** **Co-Chairs:**  
 Michael Discepolo, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair

*Please read and bring:* Agenda and the **CRITICAL POLICIES Part of the Packet!**

*Please review minutes from:* 7/27

1. Welcome/Introductions/Announcements		2:00—2:15 PM
2. Approval of minutes from 7/27	Vote	2:15—2:20 PM
3. Public Comment	Possible Vote	2:20—2:30 PM
4. Update from each committee / Approval of new community members	Possible Vote	2:30—3:00 PM
5. Cooperative Agreement	Possible Vote	Brian Dobrow 3:00—4:00 PM
6. SHORT BREAK	All	4:00—4:15 PM
7. Report from Co-Chairs	Possible Vote	Co Chairs 4:15—4:35 PM
8. Critical Policies: Attendance / Member Dismissal and Resignation / Who Is Affected By Changes to Bylaws / HPPC Member Job Description / Public Comment Policy	Possible Vote	Harder & Co./DaraCoan 4:35—5:15 PM
9. Review Parking Lot/Set September 14 <sup>th</sup> Council Agenda	All	5:15—5:35 PM
10. New Business - Possible Vote to include new items in Steering Committee Parking Lot	Possible vote	All 5:35—5:50 PM
11. Evaluation and Ideas for September 28 <sup>th</sup> Steering Agenda	Possible Vote	All 5:50—6:00 PM

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Steering Committee  
Minutes of Meeting  
August 24, 2000

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Michael Discepolo  
Steven Tierney  
Sister Marymae Himm  
John Blake West  
Marcos Banales

DPH/HPS Office Staff:

Gigi Gregory  
Tracey Packer  
Lisa Reyes  
Brian Dobrow

MCT Group:

Sharifa Wilson

Polaris R+Dev. Inc.

Amani Flood

Members Absent:

Lyn Fisher  
Al Cunningham  
Maria Rinaldi

Process Evaluation:

Kevin Roe

Guests

None

Harder + Company:

Dara Coan

**1. WELCOME/INTRODUCTIONS/ANNOUNCEMENTS**

Sister Marymae Himm was added as a member of this committee in the place of Michael Bogan, as co-chair of Strategic Evaluation.

**2. APPROVAL OF MINUTES FROM 7/27/00**

A motion was made and seconded to approve the minutes from the previous meeting, and there being no objection, the minutes from the July 27, 2000 meeting were approved by unanimous vote.

**3. PUBLIC COMMENT**

None

**4. UPDATE FROM EACH COMMITTEE/ APPROVE NEW COMMUNITY MEMBERS**a. Membership Committee

John reported on the Membership committee. He recommended accepting LaMirdred Mackabee as a community member of the Membership committee. The motion was made and seconded to accept her and there being no objection, the motion was approved by consensus.

As of January 1, 2001, there will be between 7 and 11 positions vacant on the Council. Four members will have completed two terms, the maximum length of service as per the current Bylaws. Three members will have served one term and it needs to be determined whether they want to serve another year. In addition, Michael Bogan and 2 new members have resigned.

Jason Kitching did not attend any orientations, and he has been absent from Council meetings since he attended the first one. His mail has been returned and other attempts to reach him have been fruitless. It was decided that if Jason does not attend the September

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
August 24, 2000

14 Council meeting, a final letter will be sent encouraging him to contact the Council. If no response is received after two weeks, the Council will remove him.

b. Priority Setting Committee

Tracey reported that new members attended the last Priority Setting meeting. There needs to be a procedure for resolving issues that come up when new members challenge the work a committee has already done and decisions they have already made. The committee is finishing up the model for determining emerging populations. In September they will discuss resources allocation guidelines and they will begin writing the chapter in October.

c. Strategic Evaluation Committee

Lisa reported that at the last Council meeting Strategic Eval presented the chapter and it was approved. In September they may be discussing needs assessment. They will meet a couple more times and by the end of the year they will wrap up the committee.

d. Epi Working Group

Lisa reported that the group will meet August 30 to discuss its future scope of work. Harder + Co. is finishing the chapter so they may no longer need to meet every month. They will meet again in November to prepare the presentation of the chapter to the Council in December. Harder + Co will finish writing the chapter by November.

f. People of Color Working Group

Gigi reported that the new POC Working Group will hold its first meeting on Aug. 30 at Ark of Refuge. Membership in this working group is in addition to the required committee membership for all Council members.

**5. COOPERATIVE AGREEMENT**

Brian Dobrow presented the revised Cooperative Agreement. The new version, which was mailed to all committee members in advance of today's meeting, incorporated the suggestions that were given by this committee and during the presentation at the August Council meeting. Funded interventions by BRP still has to be added. Several transgender populations have been added to the BRPs: TSM, TSM/F and TSF, plus those categories with IDU. The statement of unmet need has been added based on previous discussions and on the 11-Point Action Plan. The timeline is currently set at one week to receive additional comments and suggestions from members. It will be mailed to the Council members and other reviewers on September 1<sup>st</sup>. The council will discuss it on September 14, and the mailing date to the CDC is September 15<sup>th</sup>.

M. Discepolo wants to add language to the Statement of Unmet Needs stating that HPPC interventions have been successful, while acknowledging that there remains more work to

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
August 24, 2000

do. M. Discepolo further felt that the HPPC and the DPH have worked hard to develop and fund many successful interventions. Despite those successes, the rate of HIV infection in the city and county of SF have been on the increase. Without our work those numbers would be even greater. Let's not lose sight of our achievements as we look for innovative ways to reduce HIV infection. We must continue our HIV Prevention efforts with greater vigor including support from city government, and greater integration of health, mental health and substance abuse care within the city and county. Members agreed and Brian will rewrite that section. Tracey will research the funding of the study on HIV-positive interventions in the prison system. A motion was made and seconded that the committee recommend to the Council to concur with the Cooperative Agreement, with Brian incorporating all of the changes he receives today and those he receives between now and next week. The motion passed by unanimous vote. It was clarified that concurrence would mean that the priority populations and proposed interventions in the Cooperative Agreement match those in the HPPC Plan. Members also have the option to concur, but with certain reservations, conditions or points of disagreement, if they so choose.

#### **AGENDA CHANGE**

The agenda was modified to move the break until after two more agenda items.

#### **7. REPORT FROM CO-CHAIRS**

Two brown bag discussions have been scheduled per Bill Barnes' request at the August Council meeting, however they will not deal with parking lot issues. The first is set for September 7<sup>th</sup> at 4pm at the DPH to discuss the 11-Point Plan, and the second will deal with understanding statistics, but has not yet been scheduled. Besides these two, no other additional meetings will be added this year.

#### Scope of Work

Members have begun to question whether it may be time to consider a new model for the structure of the HPPC. The new Plan will be completed by next year. At the co-chairs meeting Steven brought up the format of the Hawaii HPPC, which meets four times per year for four hours. At those meetings, they have presentations by Community Advisory Boards, which suggest interventions for specific community BRPs. He asks that people be creative, open minded and innovative in suggesting ideas for a new format. He would like the new format to focus more on actual prevention work. The questions are should the Council restructure, how, and will the Steering Committee or a new working group make restructuring decisions. At the next Steering meeting Steven will present a draft outlining several suggestions.

Marcos wants to be sure that the community has greater opportunities to become involved in prevention and intervention planning. John fears that restructuring will cause



HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
August 24, 2000

the Council to become more bogged down in process and have less time to spend discussing prevention.

John hopes that during restructuring the issue of the validity of the HPPC by the DPH and greater support by Dr. Katz can be resolved. John believes he is not the only one to hold this position. Steven has invited Dr. Katz to the September Council meeting to discuss why the Council was not included in the 11-Point Plan.

Steven will put together a draft proposal on how restructuring can be accomplished with a minimum of disruption to Council work. He may form a separate working group to present its ideas to the Council, possibly even holding a 2-day planning retreat.

At the next co-chairs meeting, they will discuss the strategies and interventions chapter, and assign Harder + Co to begin to write the whole chapter.

#### Recruitment Cycle

Adding new committee members can be disruptive during June/July considering that committees wrap up their work in November / December. Adding new members may be best done in January. After much discussion which included many concept ideas, a motion was made to recommend that beginning in the year 2002, member terms be concurrent with the calendar year, and that the Membership committee be empowered to work out the details. The motion passed.

#### Needs Assessment

Strategic Evaluation needs to come up with the content areas of the needs assessment and some ideas for how to conduct community research to learn what interventions are working and what the community still needs. Thereafter, Harder & Co and the DPH staff would work on the logistics and implementation of the research.

#### Member Updates

Lyn Fischer-Ponce requested to be reassigned from the Membership committee to a new committee and her request has been approved. Carla Clynes' request for a three-month leave was approved. River Simms was on jury duty and has also been injured, but he is still committed to the HPPC and will return to meetings when he is able. Jorge Ortiz will be requesting a leave of absence.

#### UCHAPS

Michael Discepolo reported on UCHAPS that he did speak with a representative. A lot of the Council's concerns have not yet been answered. There will be a meeting held in Atlanta end of September early October and Steven, M. Discepolo and someone else may attend. There was discussion on the \$10,000 membership fee, but no resolution was



**HIV PREVENTION PLANNING COUNCIL**  
**Steering Committee**  
**Minutes of Meeting**  
**August 24, 2000**

made. The work of UCHAPS is currently supported by the CDC however, the CDC's ongoing commitment to the group is unclear. Note: SF's HPPC UCHAPS budget dues do not come out of the HIV Prevention Section's HIV Prevention Budget. San Francisco's dues were paid last time by the Mayor's Office.

**BREAK**

After the break, Sister, who had joined the meeting late, brought up some issues that he needed to address. He announced that Lisa will give each Council member a questionnaire to help them with the prevention needs assessment. Carla Dillard Smith was removed two weeks ago by the Steering Committee but she now wants to rejoin the committee. She has never attended any meetings. She did receive a letter from staff removing her from the committee. Bill Barnes is taking an unauthorized sabbatical and Sister wants to remove him from the committee for lackluster attendance. Steven referred these matters to the co-chairs for resolution.

**8. CRITICAL POLICIES**

Dara presented new critical policies which will clarify and formalize Council rules which were previously outlined either in the Bylaws or Policies and Procedures. These include policies on attendance, dismissal and resignation, changes to bylaws and the Council member job description. A motion was made to recommend to the Council to accept the new policies as drafted by Harder & Co. Upon receiving a second to the motion, discussion followed. Upon vote the motion carried with no objections.

Discussion on public comment policy followed. The chairman currently, under the Brown Act, has the right to remove disruptive persons or, in the case of chaos, to clear the room of all non-members. With the exception of changing the wording in no. 3 from "clear the room of all persons" to "clear the room of all persons in attendance excluding members and staff," the motion to accept was made and seconded. The motion passed with one abstention and no objections. Steven added that if members should discover later on that they have other issues with these new critical policies, they are encouraged to bring it up for further discussion.

**9. REVIEW PARKING LOT/SET SEPTEMBER 14<sup>TH</sup> COUNCIL AGENDA**

It was decided to move the UCHAPS Report to be included in the Co-Chair's report. It will be made clear that the San Francisco HPPC is currently a member UCHAPS, and the date of the term of that membership will be announced. The September 14<sup>th</sup> Council meeting is currently scheduled to be held in the Mayor's Conference Room. No parking lot issues will be added to the September council meeting agenda.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
August 24, 2000

**10. NEW BUSINESS/ EVALUATION AND IDEAS FOR SEPTEMBER 28<sup>TH</sup>  
STEERING AGENDA**

It was decided to add a review and approval of Policies and Procedures to the September Steering agenda and to add a discussion on facilitation training for committee co-chairs. Also for that meeting, a discussion of the new structure for the HPPC will be added to the agenda. The Steering Committee meeting will return to its regular 2:30 - 5:30 time with a goal of trying to finish by 4:30.

The meeting adjourned at 4:35 p.m.

*Minutes prepared by Amani Flood, Polaris Research & Development  
Minutes reviewed by Michael Discepola and Gigi Gregory.*

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. Sept. 28, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** Co-Chairs:  
 Michael Discepolo, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair, facilitator

*Please read and bring:* Agenda

*Please review minutes from:* 8/24

1. Welcome/Introductions/Announcements		Steven Tierney	2:30—2:40 PM
2. Approval of minutes from 8/24	<i>Vote</i>	Steven Tierney	2:40—2:50 PM
3. Public Comment	<i>Possible Vote</i>	Steven Tierney	2:50—3:00 PM
4. Update from each committee	<i>Possible Vote</i>	All Committee Members	3:00—3:20 PM
5. Report from Co-Chairs		Co-Chairs	3:20—3:35 PM
6. Review Policies and Procedures Manual	<i>Vote</i>	Harder & Co.	3:35—4:05 PM
SHORT BREAK		All	4:05—4:15 PM
7. Proposed Structure for 2001	<i>Possible Vote</i>	Steven Tierney	4:15—4:45 PM
8. Discuss Facilitation Training for Committee Chairs & Co-chairs	<i>Possible Vote</i>	Steven Tierney	4:45—4:55 PM
8. Set Oct. 12th Council Agenda / Discuss STD presentation-format	<i>Possible Vote</i>	All	4:55—5:20 PM
10. New Business / Ideas for Oct. 26 Steering Agenda	<i>Possible Vote</i>	All	5:20—5:30 PM

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HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

September 28, 2000

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**Members Present:**

Steven Tierney  
Al Cunningham  
Michael Discepola  
Sister Mary Mae Himm  
Maria Rinaldi  
John Blake West

**Members Absent:**

Lyn Fischer

**Process Evaluation:**

Kevin Roe

**MGT Group:**

Monica Hudson

**DPH/HPS Office Staff:**

Gigi Gregory  
Tracey Packer  
Lisa Reyes

**Harder + Company:**

Michael DeMayo

**Polaris R+Dev. Inc.**

Rona Esquieres

**1. Introductions/Announcements**

James Loyce, recently appointed Director of the AIDS Office, introduced himself. His role will include being the permanent administrative head and spokesperson for the AIDS Office.

Sister announced that the deadline for grant applications for the Sisters of Perpetual Indulgence's next grant cycle is December 1, 2000. See him for more information.

Tracey announced that the HIV Prevention Community Planning Summit for 2001 will be held from March 16 – 18, 2001, in Houston, Texas. Anyone interested in submitting an abstract should contact Gigi for more information. Abstracts will be due on October 20<sup>th</sup> and can be submitted on line.

Tracy also announced that the HIV Prevention Section is planning to submit abstracts addressing important topics they feel should be discussed at the upcoming Summit. Council members are welcome to participate. Some support staff members are available to offer feedback and suggestions to anyone needing assistance. The Co-chairs will decide whether there will be Council representation at the Summit.

**2. Approval of Minutes from August 24, 2000**

A motion to approve the August 24 meeting minutes was made, seconded and carried.

**3. Public Comment**

There was no public comment.

**4. Committee Reports**

**Strategic Evaluation**

Sister announced that Strategic Evaluation has taken on the task of developing a needs assessment and got started by brainstorming and prioritizing risk populations. At the next meeting, which will be on October 25<sup>th</sup> from 4 to 6 pm, the committee will try to finish prioritizing the risk populations and move on to discuss methodology. The committee





## HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

September 28, 2000

hopes to present to the Council for final approval in November or December. Lisa added that the committee is in the process of drafting a letter to all Council members to collect feedback and incorporate other populations into the list. Two meetings ago the Chair asked that Bill Barnes be removed from the Committee due to lack of participation. It was agreed that the Steering committee will write him a letter relieving him of his obligation to the committee and the Co-Chairs will determine at a later date what his status will be on the full Council.

### Membership

Al reported that a group of people within the membership committee will work on putting together recommendations so the recruitment process can be appropriately amended to have new members seated in January. The committee also discussed diversity issues and the idea to implement cultural competence trainings twice a year, which was agreed at the full Council meeting but was never implemented. The committee has decided to look into this issue to assist the Council in moving this process along and will review Policy 24 on cultural competency as a possible model for this process.

### People of Color Working Group

Al reported that the People of Color Working Group met for the second time. The members came up with their first 5 prioritized issues to deal with and discussed organizational issues. The group wants staffing support, minutes and food. The top 5 issues of concern that the group wants to work on are as follows:

1. Research and presentation of statistics, and how people of color are being effected by the pandemic and lack of data.
2. Cultural competence in the whole council
3. How to bring concerns to members of the full council
4. AIDS Denialists + race and class issues
5. How minority AIDS initiative (CBC) money is spent

The group is still in the process of getting situated and organized. It was discussed whether this body should be a working group or a caucus. The group decided to remain a working group for now. The next POC working group meeting will be on October 18<sup>th</sup> from 3 to 5 pm.

### Priority Setting

Tracey announced that the priority setting committee finished its priority setting model. The 3 steps of this model is stated below:

Step 1: Prioritizing by incidence

Step 2: Identifying sub populations by prevalence

Step 3: Identifying a mechanism for identifying populations that might have emerging infections .

## HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

September 28, 2000

Tracey reported that the committee will recommend to the Council that the AIDS office create a forum where service providers, including providers from social services and mental health services, can share data and information supporting populations with increasing infections. This will be proposed at the November meeting. The committee is also in the process of dealing with how to categorize men who have sex with transgenders. There were 2 models proposed, which will be further discussed at the next meeting. The next step for the committee will be discussing guidelines for research allocation.

### Epi Working Group

Lisa reported that Harder + Company is working to get the Epi profile chapter ready. The next meeting will be October 25<sup>th</sup> from 11 to 12:30 pm.

### **5. Co-Chairs Report.**

It was motioned and approved to accept Marcos's resignation from the Council and to extend our thanks for his contribution. This means there will be no representation on the Council from forensics. Al and Steven will collaborate on writing a letter to the head of forensics.

### Cooperative Agreement

Steven reported that next year the co-chairs will plan to meet deadlines early for the Cooperative Agreement. The completed document will be on the August agenda instead of the September agenda. They will distribute a timeline to Council members so they will have the opportunity to comment in a timely manner. In addition, co-chairs will agree to work with individual Council members who have questions about the Application outside of Council meetings. Tracy affirmed that contrary to what members have said, people did receive a draft of the application in August.

### HPS Public Policy Forums

Steven stated that there will be a report on two forums held by HPS: the 11-Point Plan Forum and the Condom Forum. Reports will be distributed to all Council members when completed. An HPS forum on Microbicides is also planned for November 14, 2000, and one on Vaccines as Prevention may be held sometime in October.

### Co-Chair Election

Maria's term as Co-Chair is up at the end of December. Discussion involved the upcoming election for a new HPPC community co-chair. Maria agreed to remain in the position for an additional month until January, and to mentor the person who will take her place.

Michael made a motion to immediately notify all members that the Council is seeking applications for Community Co-Chair, and that the election will be held in November for an office beginning Feb. 1, 2001. It was later stated that the election will be held in

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
September 28, 2000

January so new members could also be eligible to run. Letters of intent will be due December 1, 2000.

Steven added that the January agenda will also include a review of the attendance policies.

**6. Review of Policies & Procedures Manual**

Michael stated that Dara is on vacation and she is more familiar with the details. He said that revisions to the Policies and Procedures had been made since the last Steering meeting. Dara recommended that the Policies and Procedures that were never ratified should be worked on, and the changes made approved.

Steven made a motion that the Steering Committee announce at the October meeting that the Policies and Procedures be presented in it's final form for a vote of approval at the December 2000 meeting. Members should forward changes and edits to Dara and Tracey. In addition, the Steering Committee will be reviewing the Policies and Procedures for substance at the their next two meetings and Council members are invited to attend the meetings, provide feedback and contribute to the editing process. The motion was carried by consensus.

Monica felt that the group needed some discussion guidelines to help the process run smoother. She suggested that the group decide what their process would be in accomplishing the task during this meeting and requested to talk with Steven privately to discuss her process suggestions.

**10 Minute Break**

Following the break, the committee held a 15 minute brainstorming discussion about changes to the Policies and Procedures, facilitated by Monica.

Members who had the chance to review the Policies and Procedures document stated their comments and suggestions by item numbers and posed their questions for clarification. Gigi kept the list. Sister recommended that there be a deadline for submitting recommendations before the next meeting, at which time they should be submitted to Gigi. Maria added that members should get a copy of the revised list to review before the next meeting.

**7. 2001 Structure**

It was decided to set up two meetings to look into possible new HPPC structures. Possible dates are October 20 and 27. Possible times are late afternoon and early evening.

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
September 28, 2000

**8. Facilitation Training for Co-Chairs & Chairs of Committees**

Have a training on :   How to have an efficient meeting  
                              How to maintain neutrality  
                              How to facilitate a meeting

Have this training in January.

**9. Review Parking Lot Tally/Set Oct 12<sup>th</sup> Council Agenda**

Tracey went over the draft for the October 12 Council meeting agenda, which had been distributed at the beginning of the meeting.

Maria suggested that changes to the Policies and Procedures should be part of the October Council agenda. Michael DeMayo and Michael Discepola both felt that the document should be ratified soon because a great amount of work was put into it and it should not be torn apart.

Michael made a motion that instead of oral committee reports at Council meetings, written committee updates be put in the Co-Chairs' report. After receiving a second, the motion carried with 5 in favor and 2 opposed.

After a long discussion over the order of items on the Council agenda, Steven stated that Tracey will make note of all the changes that were proposed and finalize the agenda.

The meeting adjourned at 5:29 pm

*Minutes drafted by Rona Esquieres, and prepared by Amani Flood, of Polaris Research and Development.*

*Minutes reviewed by Michael Discepola, Community Co-Chair, and Gigi Gregory, DPH, HPS.*

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. October 26, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** **Co-Chairs:**  
 Michael Discepolo, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair,

*Please read and bring:* Agenda  
*Please review minutes from:* 9/28

1. Welcome/Introductions/Announcements * UCHAPS Mtg	Michael Discepolo	2:30—2:40 PM
2. Approval of minutes from 9/28 <i>Vote</i>	Michael Discepolo	2:40—2:50 PM
3. Public Comment <i>Possible Vote</i>	Michael Discepolo	2:50—3:00 PM
4. Review Policies & Procedures Manual- <i>Vote</i>	Harder & Co	3:00—3:30 PM
5. Set Nov 9th Council Agenda <i>Possible Vote</i>	All	3:30—3:40 PM
6 Committee Attendance <i>Possible Vote</i>	Michael Discepolo	3:40—3:45 PM
7. New Business / Ideas for Nov 26th Steering Agenda <i>Possible Vote</i>	All	3:45—3:50 PM
<b>SHORT BREAK</b>	All	3:50—4:00 PM
6. New Visions of Community Planning. Discussion of effective and exciting community planning models <i>Vote</i>	Steven Tierney/All/HPPC Members	4:00—7:00 PM

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# HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

October 26, 2000

## Members Present:

Steven Tierney  
Al Cunningham  
Michael Discepolo  
Sister MaryMae Himm  
Teresa Betancourt  
John Blake West  
Lyn Fischer  
Ed Gallagher

## Members Absent:

Maria Rinaldi

## Process Evaluation:

Kevin Roe

## MGT Group:

Monica Hudson

## DPH/HPS Office Staff:

Gigi Gregory  
Tracey Packer  
Lisa Reyes

## Harder + Company:

Dara Coan

## Polaris R+Dev. Inc.

Rona Esquieres

## **WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

The meeting convened at 2:30 p.m. with a welcome from Michael Discepolo, community co-chair. Steven Tierney reminded members that the meeting would end early, immediately followed by an HPPC strategic planning retreat starting at 4 p.m. Sister Marymae Himm announced that the Sisters of Perpetual Indulgence would announce the details of their grant on November 1, 2000. Details could also be found on their website at <http://www.thesisters.org>. It was announced that Teresa Betancourt is now the new chair for the Priority Setting Committee.

## **APPROVAL OF SEPTEMBER 28, 2000 MINUTES**

There were no objections on the motion to accept the September minutes. On second, the motion to approve the minutes for September 28, 2000 was carried.

## **PUBLIC COMMENT**

None

## **REVIEW OF POLICIES AND PROCEDURES MANUAL/VOTE**

It was acknowledged that the bulk for the agenda at this meeting would be the ratification of changes made to the Policies and Procedures Manual and a vote on any new revisions to finalize the editing process of this document. Committee members received a draft of the manual prior to this meeting. Past revisions and proposed changes were incorporated into this draft so members had opportunity to review these changes beforehand.

The discussion began with members listing by page number and title section, the items for which they had concerns. Quick questions were resolved at the beginning and each member had the opportunity to raise questions and state which items they had objections to. Members also pointed out sections that needed clarification or re-wording. Suggestions were duly recognized and noted. A list of previous and new items for approval was generated throughout the discussion. To maintain an organized process, discussion on each item was brief and concise and motions were made to accept the changes, in order by section, beginning on page 3 of the document.

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
October 26, 2000

**Changes were voted and approved for the following sections:**

Agency requests for letters of support  
Attendance  
Committee Recommendations to Council  
Committee Service for HPPC Members  
Community Co-chair Elections and Terms  
Community Participation on Committees  
Conflict of Interest  
Conflict Resolution and Grievance Procedure  
Criteria for Selection of Members  
Definition of IRP  
Development of HPPC Agendas  
Development of Policies and Procedures...  
Formal Presentations and Discussions  
Honoraria  
Internal and External Communications  
Letter of Concurrence/Non-concurrence  
Meeting Participation  
Member Recruitment and Selection  
Researcher Requests for Letters of Support  
Job Descriptions  
Glossary

It was agreed unanimously to change all mentions of HPS and AIDS Office, throughout the entire document, to SFDPH. It was also decided that all mentions of PIR would be changed to IRP to reflect the title section.

Members will receive a copy of the ratified Policies and Procedures Manual via mail or e-mail prior to the November 9<sup>th</sup> Council Meeting. A motion for the Full Council to adopt the manual will be made at this meeting.

**SET NOVEMBER 9<sup>TH</sup> COUNCIL MEETING AGENDA**

Sister Marymae announced that Strategic Evaluation would be ready to present their populations for the needs assessment at the next council meeting. Members would be able to comment before a motion is made to accept these populations, however a lengthy discussion on this item would not be appropriate during the meeting.

It was clarified that the Epi Working Group would not be presenting their chapter orally. Copies of the chapter would be passed out to members. There being no other comments or corrections to the draft agenda, a motion to approve the agenda for the November 9<sup>th</sup> meeting was carried.

# HIV PREVENTION PLANNING COUNCIL

## Steering Committee

### Minutes of Meeting

October 26, 2000

#### **COMMITTEE ATTENDANCE**

Michael Discepola motioned to remove Jaime Peta from the council. The motion was seconded and approved. It was requested to remove Hank Wilson from the Strategic Evaluation committee.

It was agreed that the lack of quorum at meetings has gotten out of hand. Too many absent members at meetings prevent committees from conducting business. Mike moved that the co-chairs make a strong, declarative statement at the council meeting to affirm the importance of attendance. Committee co-chairs should also notify HPPC Co-Chairs if members are not attending meetings. Consequences will be enforced, once the new attendance policies are in place.

#### **NEW BUSINESS/IDEAS FOR NOVEMBER 26 STEERING AGENDA**

Sister Marymae reported that the Strategic Evaluation Committee would be meeting on December 6<sup>th</sup> to discuss a plan for a needs assessment cycle. HPPC members who wish to work on a structure for a needs assessment schedule are encouraged to attend this meeting.

It was agreed that the next Steering Committee meeting would be scheduled on Thursday, Nov 30<sup>th</sup> from 2:30 to 5:30 p.m.

John West voiced objection to photographs being taken at meetings. Michael Discepola stated that this issue was discussed at the Co-Chairs meeting and they have also looked into some policies. The Co-Chairs report will state that guests or anyone outside of the HPPC should not be walking around the room or taking pictures while a formal meeting is in progress.

Some members agreed that personal attacks during meetings have become a serious problem. John West felt that what went on at the last council meeting was both disturbing and offensive and suggested that people be cut off immediately before situations get completely out of hand. Steven said no comments should be made if it does not relate to HPPC business.

Michael asked if members noticed an improvement on the way the council has been handled over the last six months. John West commented that the new public comment policy has been facilitated well but he is still concerned that interruptions and outbursts are not kept under control.

Michael requested that members continue to give HPPC Co-Chairs feedback so they can come to some resolutions to improve this issue. As a general rule, if someone is out of order, they can be interrupted or asked to leave the room, but legally people have the right to say whatever they want. It was asked that there be further conversation on what constitutes a personal attack, how to determine which comments are out of order, and

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
October 26, 2000

when intervening is appropriate. Lyn Fischer felt there should be discussion on how to clarify misinformation and inaccurate comments that people make. The committee will continue discussion on this issue at the next Steering meeting.

Meeting adjourned at 4:15 p.m.

*Minutes prepared by Rona Esquieres, of Polaris Research and Development.*

*Minutes reviewed by Michael Discepola, Community Co-Chair, and Gigi Gregory, DPH, HPS.*

# **HIV PREVENTION PLANNING COUNCIL**

## **Steering Committee Meeting**

**Thurs. Nov. 30<sup>th</sup>, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330B, 3<sup>rd</sup> Floor**

**Meeting called by:** Co-Chairs:  
Michael Discepolo, Community Co-Chair  
Maria Rinaldi, Community Co-Chair  
Steven Tierney, DPH Co-Chair,

*Please read and bring:* Agenda

*Please review minutes from:* 10/26

1. Welcome/Introductions/Announcements	Steven Tierney	2:30—2:40 PM
2. Approval of minutes from 10/26	<i>Vote</i> Steven Tierney	2:40—2:50 PM
3. Public Comment	<i>Possible Vote</i> Steven Tierney	2:50—3:00 PM
4. Update from each committee	<i>Possible Vote</i> All Committee Members	3:00—3:20 PM
5. Report from Co-Chairs: Co- Chair Election, etc.	<i>Possible Vote</i> Co-Chairs	3:20—3:35 PM
6. Review Policies and Procedures Manual: Public Comment, Who is affected by Changes..., Steering Committee: Composition and Roles; Roles and Responsibilities, Job Descriptions	Harder & Co.	3:35—4:05 PM
<b>SHORT BREAK</b>		
7. Scope of Work 2000 and 2001	All	4:05—4:15 PM
8. Rapid Response Team	Co-Chairs	4:15—5:00 PM
9. Set Dec. 14 <sup>th</sup> Council Agenda /	<i>Possible Vote</i> All	5:00—5:15 PM
10. New Business Lot/ Ideas for Oct. 26 Steering Agenda	<i>Possible Vote</i> All	5:15—5:25 PM
		5:25—5:30 PM

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HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
November 30, 2000

**Members Present:**

Maria Rinaldi  
Al Cunningham  
Michael Discepolo  
Teresa Betancourt  
John Blake West

**Members Absent:**

Steven Tierney  
Sister MaryMae Himm  
Lyn Fischer

**DPH/HPS Office Staff:**

Gigi Gregory  
Tracey Packer  
Lisa Reyes

**Process Evaluation:**

Kevin Roe

**Harder + Company:**

Dara Coan

**MGT Group:**

Monica Hudson

**Polaris R+Dev. Inc.**

Rona Esquieres

**WELCOME, INTRODUCTIONS, ANNOUNCEMENTS**

Steven Tierney, Lyn Fischer and Sister Marymae Himm are excused absences. Tracey spoke on the recent CDC teleconference and reported that it highlighted prevention programs across the country specifically targeting MSM. A videotape of the teleconference is available at the AIDS office for those who wish to view it. There will be meetings starting in January where community and HPPC members could give input into the development of the RFP for next year. The meetings will begin in January but the exact dates have not been determined yet.

**APPROVAL OF OCTOBER 26, 2000 MINUTES**

The motion to accept the October 26, 2000 minutes was called. There being no objections, the minutes from October 26, 2000 was approved.

**EVALUATION**

There was brief discussion on the recent evaluations submitted by Council members.

**COMMITTEE UPDATES**

**Membership**

The Membership Committee came to consensus on a new recruitment cycle at their last meeting. The long-term plan for the recruitment cycle is to have member orientations every January and February with the 1<sup>st</sup> voting meeting falling in March. A decision to recruit in the interim between January 2001 to January 2002 is yet to be decided. The committee will review the demographic profiles of people leaving the Council. The committee would focus primarily on filling immediate vacancies according to the recent make-up of the HPPC. It was suggested that they re-examine acceptable applicants who were not selected during the last recruitment cycle.

**Priority Setting**

Priority Setting did not complete their resource allocation guidelines. They did not have quorum at the last meeting and members agreed that they would need to look at more data at their next meeting to be able to make an informed decision.

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## HIV PREVENTION PLANNING COUNCIL

Steering Committee  
Minutes of Meeting  
November 30, 2000

### People of Color

Gigi and Al reported on the last People of Color meeting. The committee nominated Martha V. Ortiz for Co-chair, decided on a regular meeting date and time, and discussed the cultural competency of the Full Council. The HPPC Co-chairs would like to meet with People of Color Chairs and with the full committee to get input from the group to finalize the scope of work for next year and gain a better sense of what the expectations are for both sides. The suggested date to meet with the Chairs of POC was December 21<sup>st</sup> at the next Co-chairs meeting. Some issues that the Co-chairs would like to get input on are population groups, prevention models and membership status on the Council. Al will pass on the information to Yvette so the meeting date could be confirmed.

### Strategic Evaluation

Strategic evaluation would meet next Wednesday, December 6, 2000 to discuss a proposal for an ongoing needs assessment cycle.

### Epi Working Group

The Epi Group will meet on Wednesday, December 6, 2000 to develop the annotated bibliography and co-factors section for the end of the chapter. The chapter may not be entirely completed by the end of the year pending the census data. It has not yet been determined whether or not the group would stop meeting or fold the work into another committee.

## **REPORT FROM CO-CHAIRS**

### December Council Meeting

Michael reported that Co-Chairs have been discussing the scope of work, committees and population groups for next year, in preparation for the December Council meeting. There should be more discussion on the nature of population groups and the consideration of technical assistance for them to function. A survey will be distributed at the December meeting to get a sense of what members want out of these population groups and the general scope of work. There will be awards given out at the December meeting to acknowledge Council members' work.

### Member Attendance

The Co-chairs reviewed member absences. River Simms has requested a leave of absence and letters have been sent to Kimberly Gallant and Bill Barnes for non-attendance.

### Cultural Competence

It was thought that the implementation of an assessment for cultural competency trainings would need more time to develop, therefore it was suggested that an initial cultural competency training introducing the principals of cultural competency be incorporated into the January Council Meeting on January 11, 2001. An assessment by the Process Evaluation Team of the cultural competency needs of the Council would then follow. The content of the training is still up for discussion. The Membership Committee was asked to take on the cultural competency task and will be in charge of the cultural

HIV PREVENTION PLANNING COUNCIL  
Steering Committee  
Minutes of Meeting  
November 30, 2000

competency trainings. The issue should go to the top of their agenda for their next meeting so decisions could be made before January.

There was a brief discussion on the function of the Parliamentary and Robert's Rules for the Council. Council members should be reminded that when Co-chairs call a question, any member could challenge the rule of the Co-chairs and make a motion for further discussion. A training on Robert's Rules will be held in February and all members are invited. There was a suggestion that a one-sheet handout on Robert's Rules be laminated and made available to members at Full Council meetings so members can use it as a guide.

### **Review Policies and Procedures Manual**

The Policies and Procedures Manual was ratified at the November council meeting, with the exception of 5 sections that were pulled from the vote.

#### 1. Public Comment

From members' recollection, this item was pulled because there was concern voiced about the definition of personal attacks. Members reviewed the policy and were in agreement that the policy is okay as it stands. It was noted that Co-Chairs have been pro-active in dealing with people who are combative or out of order. However, it was agreed that there needs to be more discussion on what constitutes a personal attack. The motion to leave the policy as it is was approved, with no objections.

#### 2. Steering Committee: Composition and Roles

This section was edited to reflect the request to remove the term limits for At-large members. The attempt to make changes to the Steering Committee prior to beginning a new year's scope of work was also changed to February. The motion was made to approve these edits to the policy. On second, the policy was approved, with no objections.

#### 3. Who is Affected By Changes to Bylaws and Procedures

This policy will remain as is, as approved with no objections.

#### 4. Roles and Responsibilities

The Full Council ratified this policy in 1998 but changes, including grammar tenses, have been made to update it where applicable. All the references to HPS were changed to SFDPH where appropriate and the section on the responsibility for ensuring technical assistance to meet providers' needs was removed. The question to accept the policy was called and approved, with no objections.

#### 5. Steering Committee Job Description

A bullet point stating that the Steering Committee reviews requests for letters of support submitted by agencies or researchers was added under the Steering Committee Roles and Responsibilities section. A section detailing the Committee Chair job description was also added per Teresa Betancourt's request. The motion to accept both policies was approved, with no objections.

### **SHORT BREAK**

## HIV PREVENTION PLANNING COUNCIL

Steering Committee

Minutes of Meeting

November 30, 2000

### **RAPID RESPONSE TEAM**

The issue of a Rapid Response Team has been discussed for several months because in the past, the HPPC has not had a policy for responding to urgent HIV prevention matters that call for immediate action (i.e., the 11-point plan). It was agreed that HPPC Co-chairs could function as a team to deal with urgent matters that can't wait until the next Council Meeting, without compromising the overall direction and issues under the purview of the Council, and that Steering and Council members would be informed of any decisions or responses as soon as they are made.

Motion for the Rapid Response Policy: When an urgent HIV prevention-related matter arises that calls for Council action or response, the issue shall first be discussed among Council Co-chairs, who shall determine an appropriate time frame for a response. One of four processes shall ensue, depending on the time frame and the time of the month during which the event occurs. The Co-chairs should select the process that allows input from the most parties given the time constraints and regardless of which process is chosen, the Co-chairs shall send copies of the response (e.g., letter, press release) to all members of the HPPC when it is issued. The motion was called. With no objections, the motion passed.

A formal motion will be presented in writing, detailing the policy and the four processes for which it would enforce. The motion will be written by Dara and presented at the next Full Council Meeting.

### **SET DECEMBER 14<sup>TH</sup> COUNCIL MEETING AGENDA**

Council members would have the opportunity to state their committee preferences at the December meeting. It was suggested that members should receive the list of next year's committees beforehand, for follow-up at the Council Meeting. A motion was made to approve the agenda for the December 14<sup>th</sup> Council Meeting. There being no objections, it was approved.

### **NEXT STEERING COMMITTEE MEETING**

The next meeting is scheduled for December 28<sup>th</sup>, from 2:30 to 5:30 p.m.

The items for the agenda will include follow-up discussions on population groups, the rapid response policy, what constitutes a personal attack, and cultural competency trainings.

Meeting adjourned at 5:18 p.m.

*Minutes prepared by Rona Esquieres, of Polaris Research and Development.*

*Minutes reviewed by Gigi Gregory, DPH, HPS.*

# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. Dec. 28<sup>th</sup>, 2000**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330 A, 3<sup>rd</sup> Floor**

**Meeting called by:** Co-Chairs:  
 Michael Discepola, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair,

*Please read and bring: Agenda*

*Please review minutes from: 11/30*

1. Welcome/Introductions/Announcements	Steven Tierney	2:30—2:40 PM
2. Approval of minutes from 11/30 <i>Vote</i>	Steven Tierney	2:40—2:50 PM
3. Public Comment <i>Possible Vote</i>	Steven Tierney	2:50—3:00 PM
4. Update from each committee <i>Possible Vote</i>	All Committee Members	3:00—3:20 PM
5. Report from Co-Chairs <i>Possible Vote</i>	Co-Chairs	3:20—3:35 PM
6. Plans for 2001: Consultants, Committees, Population Gps. <i>Possible Vote</i>	Steven Tierney	3:35—4:20 PM
<b>SHORT BREAK</b>	All	4:20—4:30 PM
7. Consensus Meeting Letter <i>Possible Vote</i>	Steven Tierney	4:30—4:45 PM
8. Role of Steering Committee <i>Possible Vote</i>	Co-Chairs	4:45—5:00 PM
9. Definition of Personal Attacks <i>Possible Vote</i>	Steven Tierney	5:00—5:15 PM
10. Set Jan. 11 <sup>th</sup> Council Agenda <i>Possible Vote</i>	All	5:15—5:25 PM
11. New Business Lot / Ideas for Jan. 25 <sup>th</sup> Steering Agenda <i>Possible Vote</i>	All	5:25—5:30 PM

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# HIV PREVENTION PLANNING COUNCIL Steering Committee Meeting

**Thurs. Jan. 25<sup>th</sup>, 2001**  
**2:30 to 5:30 PM**  
**HIV Prevention Section**  
**25 Van Ness Ave, S. F.**  
**Room 330 B, 3<sup>rd</sup> Floor**

**Meeting called by:** **Co-Chairs:**  
 Michael Discepolo, Community Co-Chair  
 Maria Rinaldi, Community Co-Chair  
 Steven Tierney, DPH Co-Chair,

*Please read and bring: Agenda*

*Please review minutes from: 12/28*

1. Welcome & brief Intro. to Steering Committee for new members/Introductions/Announcements		2:30—2:45 PM
2. Approval of minutes from 12/28 <i>Possible Vote</i>		2:45—2:50 PM
3. Public Comment <i>Possible Vote</i>		2:50—3:00 PM
4. Update from each committee <i>Possible Vote</i>	All Committee Members	3:00—3:20 PM
5. Report from Co-Chairs <i>Possible Vote</i>	Co-Chairs	3:20—3:35 PM
6. Role of Steering Committee, 2001 Scope of Work for Steering Committee & Length of Steering Committee meetings <i>Possible Vote</i>		3:35—4:20 PM
SHORT BREAK	All	4:20—4:30 PM
7. Council Policies: Attendance, Travel, Photograph-taking, etc. <i>Possible Vote</i>		4:30—5:15 PM
10. Set Feb. 8 <sup>th</sup> Council Agenda <i>Possible Vote</i>	All	5:15—5:25 PM
11. New Business Lot / Ideas for Feb. 22 <sup>nd</sup> Steering Agenda <i>Possible Vote</i>	All	5:25—5:30 PM

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HIV PREVENTION PLANNING COUNCIL  
STEERING COMMITTEEMEETING  
MINUTES 1/25/01

*draft*

Members Present	Members Absent	Consultants Present	Staff Present
Al Cunningham		Dara Coan, Harder+Company	Tracey Packer
Sister Marymae Himm		Kevin Roe, Community Health Studies Group	
Michael Discepolo			
Martha Ugarte-Ortiz			
Steven Tierney			
John West			

Meeting was called to order at 2:30 PM.

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**1. APPROVAL OF MINUTES:**

- Moved By Sister Marymae – approved by consensus.

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**2. ANNOUNCEMENTS:**

- First evening of community discussions developed by the Bay Area Gay and Queer Men's Health Collective tonight at 6:30 PM, at Harvey Milk Civil Rights Academy.

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**3. UPDATE FROM EACH COMMITTEE/WORKING GROUPS**

**Membership Committee**

- Membership Committee is meeting with DK Haas to plan diversity training.
- Sister is Steering Committee representative from Membership.
- Robert Gomez will facilitate the committee work.
- They are developing new recruitment tools for the 2002 recruitment.

**Plan Revision Committee**

- Co-Chairs: Carla and John
- Plan Revision Committee started on revision of Strategies and Interventions Chapter. As John becomes Co-Chair for PRC, he wishes to resign from At-Large seat.
- Will put call for nominations for At-Large member to Steering Committee in 2/8/01 Co-Chairs' Report.

**Community Liaison Committee (CLC):**

- Steven reported that CLC will meet 2/7, 2-4 PM. Co-Chairs have not been elected.

**5. REPORT FROM CO-CHAIRS:**

- Received report from People of Color Working Group. Steering Committee approved scope of work.

**6. ROLE OF STEERING COMMITTEE:**

- Sister motioned to change the meeting time to 3:00 to 5:00 PM, extend time as special issues come up. John seconded.
- Dara noted that in order for the Plan Revision Comm. to get its work done in a timely manner, they wish to get S.C. support. Would this take more time?
- Sister suggested that controversial issues be brought to Committee Chairs (Steering Committee). Friendly amendment from AI to allow for longer meetings as needed
  - ❖ Motion carried unanimously.

**7. REPORT ON THE 2001 CONSENSUS MEETING:**

- Steven summarized the purpose of the Consensus Meeting held 1/19/01. He reported that some decisions were made, but not all data was available to do breakdowns by race/ethnicity and age.
- Draft version of the report for public comment is available at <http://hivinsite.ucsf.edu/consensus/> Comments can be made at e-mail address: [HIV\\_Consensus@dph.sf.ca.us](mailto:HIV_Consensus@dph.sf.ca.us). A second meeting was scheduled as a follow up. Date will be announced when set.
- AI reported his experience of the Consensus meeting. He was disappointed with the lack of data on men of color.
- As part of this discussion, Sister asked for a report on needs assessment. Three of the populations are being studied from the list of priorities:
  - Latino MSM, MSM/F
  - MST
  - Transgendered populations (transgender sex workers)

**8. COUNCIL POLICIES:**

a) Travel policy:

- Steven asked for suggestions for a policy for supporting HPPC members to attend conferences.

Motion: To support, as budget allows,

- 2 members and 2 Community Co-Chairs to go to the Summit,
- 2 HPPC members and 1 Community Co-Chair to go to USCA,
- 2 HPPC members and 1 Community Co-Chair to attend the CDC Conference in August
- Motion carried unanimously

b) Photo-taking:

- It was moved that HPPC outlaw the talking of photographs, in the interest of the privacy of the members, during official council business, unless required in advance and approved by the Council Co-Chairs.
- Motion carried unanimously – refer to HPPC for vote.
- Steering Committee asks that staff survey members regarding access to the Internet and capability of printing information from the Internet.
- All orientation materials made available to new members should be made available to all members
- John urges the HPPC to look at the CDC's Healthy People objectives for 2010. [www.healthypeople.gov](http://www.healthypeople.gov)
- Sister urges Steering Committee to make SFAF HIV Resource Guide available to HPPC members.

9. **SET FEBRUARY 8 COUNCIL AGENDA**

✓Agenda approved by consensus

✓Send Chronicle article with agenda (2/8/01) – include website for full document

10. **NEW BUSINESS LOT:**

- Members discussed the possibility of a retreat.
- Membership wants four-hour diversity training. The Council would like to have a team building retreat.
- Decided that Steering Committee would wait to hear the plan for diversity training. Steven asked that each committee chair discuss this at their committee meetings.
- Add to next Steering Committee Agenda: Diversity Training, team building, progress of plan development, follow-up to consensus meeting discussion of 2/8
- Invite AI to present on work of AALV on HPPC agenda in future.

**MEETING ADJOURNED AT 4:40 PM**





**HIV PREVENTION PLANNING COUNCIL (HPPC)****Steering Committee****Thursday February 22, 2001****3:00-5:00 PM****HIV Prevention Section****25 Van Ness Ave, S. F.****5<sup>th</sup> Floor Conference Room**

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- |   |               |              |
|---|---------------|--------------|
| 1. Welcome & Announcements  |               | 3:00—3:10 PM |
| 2. Approval of minutes from 1/25/01   |               | 3:10—3:15 PM |
| 3. Public Comment   |               | 3:15—3:25 PM |
| 4. At-Large Position Vacancies  |               | 3:25—3:30 PM |
| 5. Update from each committee/<br>population working groups/community members           | Possible Vote | 3:30—3:45 PM |
| 6. Update on Diversity Training   | Possible Vote | 3:45—3:55 PM |
| 7. Report from Co-Chairs  | Possible Vote | 3:55—4:05 PM |
| 8. Update on the 2001 Consensus Meetings  |               | 4:05—4:15 PM |
| 9. Council Policy. Photograph-taking  | Vote          | 4:15—4:25 PM |
| 10. Consider letter to media outlets regarding<br>representation of AIDS cases in media |               | 4:25—4:35 PM |
| 11. Set March 8 Council Agenda  | Vote          | 4:35—4:45 PM |
| 12. New Business Lot/Ideas for March 22 Steering Agenda                                 | Vote          | 4:45—4:55 PM |
| 13. Closure and Evaluation  |               | 4:55—5:00 PM |

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**STEERING COMMITTEE  
MEETING MINUTES  
FEBRUARY 22, 2001**

**Present:** Martha Ugarte-Ortiz  
Michael Discepola  
John West  
Al Cunningham  
Steven Tierney

**Support Staff Present:** Kevin Roe, CHSG  
Dara Coan, Harder+Co.  
Lisa Reyes, HPS  
Tracey Packer, HPS

**Absent:** Sister Marymac Himm

1. **Welcome:** Martha welcomed the group and asked for announcements
2. **Approval of minutes of 1/25/01:** The Committee approved the minutes by consensus.
3. **Public Comment:** There was no public comment.
4. **At-Large position vacancy:** No nominations have been made. Members suggested talking to HPPC members about the opportunity. It was mentioned that the meeting time of this committee can be revisited if the people who run have a conflict with the current meeting time.
5. **Update from each committee/community members:**
  - **Community Liaison Committee.** Al reported that this committee has elected himself and Teresa as Co-Chairs. He is the official Steering Committee representative. The group is struggling with setting a meeting time that all members can attend. He noted that this committee will have activities during non-work hours that might accommodate others' schedules.
  - **Plan Revision Committee:** This committee agreed on the parameters for the Strategies and Interventions Chapter: Goals and Objectives, Needs Assessment, Gaps, and Technical Assistance/Linkages. Committee approved the Strategies and Interventions Chapter. Carla and John will chair the committee. It was mentioned that Carla's position as co-chair would not be on DPH time, but on Proyecto Contra SIDA time.
  - Steven wants to make sure the Plan is readable, short, and accessible.

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- **People of Color Working Group** – Al expressed that the working group was feeling concerned about people going to different working groups and membership is decreasing. POC is also discussing ways to help bring issues of diversity into greater light.
- Steven suggested that Population Working Groups can use many different formats for meetings so that they can participate in all that they are interested in.
- Someone mentioned that perhaps the council can explore non-traditional ways of holding meetings- email, telephone conversations etc...
- POC will be presenting on the issue of inclusion of people of color and women in HIV research.
- **UCHAPS** - Michael reported that UCHAPS will be holding meetings at CPLS 2001 starting on March 14<sup>th</sup> and that he and Steven will be attending these meetings. NASTAD is releasing an RFP this week for a consultant to write the Urban Agenda. He mentioned that Capitol Hill visits will be postponed until this summer.

6. **Diversity Training:** The Membership Committee has scheduled the training for April 27, for 7 hours at Fort Mason Fire House (and 1 hour of the April 12 meeting). The facilitators will be DK Haas and Tim Vincent.
  - The People of Color Working Group want to make sure the Co-Chairs support all members attending. The Steering Committee stated that they want to ensure that everyone attends.
  - Follow-up: Include info on diversity training in Co-Chairs Report – include a write up about nature of the training.

7. **Report from Co-Chairs:**

- Issue that Ed Gallagher has brought up in HPPC meeting regarding having “one voice” was discussed. He thinks there should be one voice with a consistent coordinated message. Steven explained that each entity has an official spokesperson. He agreed that the three main players, SFDPH, UCSF-CAPS, and the HPPC (and sometimes the Mayor’s Office) could attempt to coordinate responses, understand each other’s positions.
- Attendance has been decreasing; committee chairs are asked to encourage their committee members to come to Council meetings.
- Participation of all members is lacking, the group talked about a lot of possible solutions. Martha will be able to try out some of these at the March 8 HPPC meeting.
- Steven reported on the Dupont funds. He mentioned that the priorities for these funds are:
  1. Emergency funds for CBOs
  2. Prevention for positives
  3. Syphilis elimination in the Castro
  4. Chlamydia elimination in the Bayview

- John expressed concern over the priority 3- syphilis elimination in the Castro. He asked about the number of cases of syphilis in the Castro, and if the numbers there warrant it being a priority.
- The Steering Committee agreed to change the May Council meeting to May 3, 2001 in order to facilitate early approval of Plan. so that it has time to get to providers.

8. **Update on the 2001 Consensus Meetings:**

The second meeting was held February 15, 2001 for HIV prevalence and incidence on Non-MSM IDUs and Non-MSM, non-IDUs. Results are being placed on the web for a 2 week public comment period. It is anticipated that the report will be finalized in four weeks. He mentioned that all major cities in the US are experiencing an increase in infections among MSMs and MSM/IDUs. The group posed two questions about the consensus meeting: How do we make this a more open process? How do we have one every year?

9. **Council Policy on Photograph-taking:** Steven presented a proposed policy regarding picture taking. The Steering Committee agreed to this policy in order to protect the confidentiality of HPPC members and guests. The Steering Committee or Co-Chairs may grant Council members and members attending this meeting will be notified of this policy in the Co-Chairs Report and in the posting of the policy at meetings.

10. **Consider letter to media outlets regarding representation of AIDS cases in media:** At the Feb 8<sup>th</sup> council meeting, Mazdak suggested that the HPPC write a letter regarding representation of AIDS cases in the media. The Steering Committee approved putting on the council agenda with the caveat that a written draft of the letter (written by Mazdak and member of the Steering Committee) would be presented along with the agenda item.

11. **Set March 8 Council Agenda –** The group revised the agenda and noted the importance of security for meeting.

12. **Steering Committee** agenda items for 3/22/01

- Attendance
- CPLS report back/UCHAPS
- Letter to media outlets
- Check in on Diversity training
- Process evaluation report (quarterly report due to Council)





# **HIV PREVENTION PLANNING COUNCIL (HPPC) DOCUMENTS DEPT.**

## **Steering Committee**

**Thursday March 22, 2001**

**3:00-5:00 PM**

**HIV Prevention Section**

**25 Van Ness Ave, S. F.**

**5<sup>th</sup> Floor Conference Room**

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## **Agenda**

1.	Welcome & Announcements		3:00—3:05 PM
2.	Approval of minutes from 2/22/01		3:05—3:10 PM
3.	Public Comment		3:10—3:15 PM
4.	Committee Reports	Possible Vote	3:15—3:25 PM
5.	Report from Co-Chairs	Possible Vote	3:25—3:35 PM
6.	Update on Diversity Training	Possible Vote	3:35—3:40 PM
7.	Committee Refreshments Discussion	Possible Vote	3:40—3:50 PM
8.	Report back on the CPLS 2001		3:50—4:00 PM
9.	Report back from UCHAPS meeting		4:00—4:05 PM
10.	Discussion on Attendance	Possible Vote	4:05—4:15 PM
11.	Review letter to media outlets regarding representation of AIDS cases in media	Vote	4:15—4:25 PM
12.	Process Evaluation Final Report		4:25—4:35 PM
13.	Set April 12 <sup>th</sup> /May 3 <sup>rd</sup> Council Agenda	Vote	4:35—4:45 PM
14.	New Business Lot/Ideas for April 26th Steering Agenda	Vote	4:50—4:55 PM
15.	Closure and Evaluation		4:55—5:00 PM

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**HIV PREVENTION PLANNING COUNCIL  
STEERING COMMITTEEMEETING  
MINUTES 3/22/01**

<b>Members Present</b>	<b>Members Absent</b>	<b>Consultants/Staff</b>	<b>Guests</b>
Al Cunningham	Martha Ugarte-	Dara Coan,	Jeff Anderson,
Robert Gomez	Ortiz	Harder+Co.	Houston CPG
Michael	John West	Kevin Roe, CHSG	Willi McFarland
Discepolo	Carla Clynes	Tracey Packer	
Steven Tierney	River Sims	Lisa Reyes	

**1. Welcome and Announcements:**

Tracey introduced Jeff Anderson who is a visiting staff member from Houston's CPG. It was announced that the following people would not be attending the meeting today: River, John B. West, and Martha

**2. Approval of minutes from 2/22/01**

Minutes approved by consensus with no changes.

**3. Public Comment:** No public comment

**4. Report From Committees:**

Plan Revision Committee

PRC has approved four additional chapters that will soon be sent to the Council for their approval. This committee is seeking guidance form the steering committee on the Resource Allocation Guidelines. Due to the latest data from the consensus meeting, members of this committee stated that when the final numbers are put into the priority setting model, the resource allocation guidelines are not as meaningful.

**Recommendation:** Bring Priority Setting Committee back together to reconsider the resource allocation guidelines. If the decision is different from February's decision, then it should be sent to the full council for approval.

Membership Committee

Robert gave an update on the upcoming Diversity Training. He mentioned that Gigi, DK, and Tim met at the site of the training to plan some of the training logistics. Membership will personally call all HPPC members to invite and remind them of the training. The Membership Committee will also be asking members of the HPPC to bring something to the training that represents their family/culture. He also that deciding on food for the training has been difficult.

Community Liaison Committee (CLC):

Lisa stated that the next Community Liaison Meeting is scheduled for March 29<sup>th</sup>. This meeting will be held from 5-7PM with the hopes of increasing participation of members

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who cannot commit to daytime meetings. She said that attendance has been difficult in this committee due to work schedules and that there are some members who have not been able to attend any meetings.

#### **5. Report from Co-Chairs:**

Michael reported that the CPLS was an interesting meeting and that he and Tracey presented on the new estimates for HIV incidence in SF and how the Council has begun to address the rise in new infections.

Two community members have filled out applications for Community Membership and are seeking approval: Leerma Patterson and Trena Patton. Trena Patton's membership was approved by consensus. Leerma Patterson's application is on hold until we contact her to see if she is still interested.

#### **6. Update from Diversity Training**

See notes from Membership Committee above.

#### **7. Committee Refreshments Discussion**

Various committees have expressed the desire for more substantial food during committee meetings. Steven gave some background on the issue stating that the CDC doesn't allow for the purchase of food for meetings, but that all CPGs have provided food. This came up recently, and at that point Co-Chairs decided to limit committee food to "snacks." **Recommendation:** Continue with current process with some leeway and Steven will consult our CDC representative about this issue.

#### **8. Report back on the CPLS 2001**

-See Co-Chairs report above.

#### **9. Report back from UCHAPS meeting**

Michael reported that UCHAPS received three applications to develop the Urban Agenda.

Bob Kommescher from the CDC spoke to the group about direct funding/supplemental funding. \$8 million CBC, \$4 million Community-Based and Counseling and Testing. Priorities are HIV+, MSM, youth and adolescents, and IDUs. Steven reported that San Francisco will receive about \$1 million for 2001 and \$818,000 next year and each year after. A few ideas for this funding were discussed in the group.

#### **10. Discussion on Attendance**

This committee moved to write Jorge Ortiz a letter telling him to come to the next meeting or he will be removed from the membership list

Kevin noted that the committees have tried to accommodate everyone in setting committee times. Steven asked the Membership Committee to discuss this issue as well as possible alternatives to committee service.

Kevin stated that the current attendance policy may cause some problems and should be analyzed.

Colin Partridge has been approved for a leave of absence from the Council through May 2001.

Edd Lee has been approved for a leave of absence from the Council from April to June 2001.

Steven has agreed to put in a call to Carla Clynes to discuss her attendance.

**11. Review letter to media outlets regarding representation of HIV/AIDS.**

Steven recommended that this issue get sent to the Community Liaison Committee. This was approved by consensus.

**12. Process Evaluation Final Report**

Process Evaluation interview results will go out the pre-meeting packet.

**13. Set April 12<sup>th</sup>/May 3<sup>rd</sup> Council Agenda**

The group revised the agendas for both the April 12<sup>th</sup> and the May 3<sup>rd</sup> meetings of the HPPC. It was noted that the Priority Setting Chapter will not be approved at the April meeting, but the May 3<sup>rd</sup> meeting instead.

The group agreed on the creation of a working group to discuss the supplemental funds at the April 12<sup>th</sup> meeting.

**14. New Business Lot/Ideas from April 26<sup>th</sup> Steering Agenda**

The Steering Committee supported the usual items for the agenda.





# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

Thursday April 26th, 2001

3:00-5:00 PM

## HIV Prevention Section

25 Van Ness Ave, S. F.

5<sup>th</sup> Floor Conference Room

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*Revised Date*  
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3:00—3:10 PM

3:10—3:15 PM

3:15—3:25 PM

3:25—3:35 PM

3:35—3:45 PM

3:45—3:55 PM

3:55—4:05 PM

4:05—4:15 PM

4:15—4:25 PM

4:25—4:35 PM

4:35—4:45 PM

4:45—5:00 PM

## Agenda

*See revised*

1. Welcome & Announcements
2. Approval of minutes from 3/22/01
3. Public Comment
4. Request for letter of support: Friendship House
5. Committee Reports
6. Report from Co-Chairs
7. Update on Diversity Training
8. Discussion on Attendance
9. New Business issue from 4/12 HPPC meeting
10. Review May 3<sup>rd</sup> Council Agenda
11. New Business Lot/Ideas for May 24th Steering Agenda
12. Closure and Evaluation

*Vote*

*Possible Vote*

*Possible Vote*

*Possible Vote*

*Possible Vote*

*Possible Vote*

*Vote*

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**HIV PREVENTION PLANNING COUNCIL (HPPC)**

**Steering Committee**  
**Thursday April 26th, 2001**  
**3:00-5:00 PM**

**HIV Prevention Section**  
**25 Van Ness Ave., S. F.**  
**5<sup>th</sup> Floor Conference Room**

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**Agenda**

- 26/01  
revised)
- |     |   |                      |              |
|-----|---|----------------------|--------------|
| 1.  | Welcome & Announcements                         |                      | 3:00—3:10 PM |
| 2.  | Approval of minutes from 3/22/01                |                      | 3:10—3:15 PM |
| 3.  | Public Comment                                  |                      | 3:15—3:25PM  |
| 4.  | Request for letter of support: Friendship House | <i>Vote</i>          | 3:25—3:40 PM |
| 5.  | Committee Reports                               | <i>Possible Vote</i> | 3:40—3:50 PM |
| 6.  | Report from Co-Chairs                           | <i>Possible Vote</i> | 3:50—4:00 PM |
| 7.  | Supplemental Funding                            | <i>Possible Vote</i> | 4:00—4:20 PM |
|     | -Process  |                      |              |
|     | -Council Role                                   |                      |              |
|     | -2001 Recommendations                           |                      |              |
| 8.  | Discussion on Attendance                        | <i>Possible Vote</i> | 4:20—4:30 PM |
| 9.  | Resource Allocation Guidelines                  | <i>Possible Vote</i> | 4:30—4:40 PM |
| 10. | Review May 3 <sup>rd</sup> Council Agenda       |                      | 4:40—4:50 PM |
| 11. | Closure and Evaluation                          |                      | 4:50—5:00 PM |

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**PREVENTION PLANNING COUNCIL  
STEERING COMMITTEE MEETING  
MINUTES 4/26/01**

**Members Present:** Steven Tierney, Martha Ugarte-Ortiz, Al Cunningham, Michael Discepolo

**Members Absent:** River Sims, Carla Clynes, Robert Gomez

**Guests:** Rheena Yangson, George Roberts (CDC)

**Support Staff:** Tracey Packer, Dara Coan (Harder + Co.), Kevin Roe (CHSG), Lisa Reyes

**1. Welcome and Announcements:**

Everyone introduced themselves. Al introduced his guest, George Roberts from the CDC.

**2. Approval of minutes from 3/22/01**

Minutes approved by consensus with no changes.

**3. Public Comment:** No public comment

**3. Request for letter of Support**

- Friendship House: Committee approved letter for support by consensus
- The Latino Commission: Approved by consensus
- George Roberts, as a federal grant reviewer, noted the importance of ensuring that applications we support address our priorities.

**Action: Write up letters of support**

**5. Report From Committees:**

Community Liaison Committee (CLC):

- Al reported that the committee had come up with three priorities: transgender community, Neighborhood Health on Wheels (NHOW), and youth. Steven suggested working with the Transgender Advisory Committee to the AIDS Office. Carla and Janetta have been invited to the next CLC meeting. He also mentioned that this committee is still struggling with a set meeting time and attendance.

People of Color Committee

- Al reported that Viva Delgado presented on the Young Women's Survey. Al noted that it was one of the best presentations on surveillance that he had heard. Members of the HIV Health Services Planning Council participated in an informal discussion. The POC of the HIV Health Services Planning Council would like to meet with the POC of the HPPC. This committee will be inviting HIV/AIDS researchers who primarily collect data on POC to future meetings.

Plan Revision Committee

- The committee has approved the five final chapters of the HIV Prevention Plan.
- Dara mentioned that a decision around color and printing needs to be made very soon.

Gay/Bisexual Men

- Steven reported that the group held a meeting in mid-April and was attended by 15-16 people and that it was a great meeting. The next meeting is: TBA

Community Members

- George Nagle and Maria Castillo have submitted community member applications for the People of Color (POC) Working Group. This committee agreed to encourage the applicants to attend a POC meeting first, then submit an application.

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6. Report from Co-Chairs:

- Steven reminded the Steering Committee that if communication with the Mayor's Office is necessary; the Co-Chairs should be notified first.
- Kathleen Roe and Steven met regarding Process Evaluation.  
**Action:** Reserve June Co-Chair meeting for a discussion on: Mid-year review and plan for second half of year.
- Steven suggested that the HPPC develop a training video on mechanisms for a smooth functioning planning council, with a diverse council. Perhaps it can be presented at 2002 Community Leadership Summit.
- At June 14<sup>th</sup> HPPC meeting, highlight plan and ensure members are familiar with the priorities in the plan. Steven suggested trivia game with the in the plan to encourage council members to know the answers to potential questions. This would help them to be resources to providers during the RFP process.  
**Action:** Produce handy laminated sheets of BRPs and subpopulations and other key information from the Plan.
- Martha announced that she is resigning from the HPPC (and Westside Community Mental Health) to accept a position for San Mateo county. She will remain with the HPPC until May 31<sup>st</sup>, 2001.
- Michael asked the Steering Committee to support the Diversity Training
- Tracey reported that the UCHAPS Steering Committee had a conference call. She reported that the consultants hired to write the Urban Agenda are Michael DeMayo and Valerie Kegebein Rose. The Urban Agenda is to be completed by September 2001.

7. Discussion on Attendance

- Committee reviewed "Committee Attendance" report from the Process Evaluation team.  
**Action:** Ask Gigi to ask Robert to follow-up with Jorge regarding Membership Committee
- Kevin suggested that this committee may want to re-evaluate the Attendance Policy.  
**Action:** Put this as discussion item for June Steering Committee agenda.

8. Resource Allocation Guidelines

- The Resource Allocation Guidelines, which will be presented at the May 3<sup>rd</sup> HPPC meeting, were reviewed for the Steering Committee.

9. Supplemental Funding

- Steven reported that HPS staff met and came up with the following proposal:

Proposal for Supplemental Funding Application to the CDC

\$893,000

Fund the development, implementation and evaluation of social marketing campaigns to the highest risk populations in San Francisco.

Target Populations:	MSM Young MSM of Color MSM speed users Positive MSM (HIV Stops with Me)
Goals:	Change and create community norms Encourage testing Link to prevention and other services
Development Strategies:	Focus Groups Interviews Existing Data
Evaluation:	Population-based

- The deadline for the application is May 15<sup>th</sup>
- The Council's role is to concur that the application is in line with the priorities of the Plan. If the HPPC concurs at May 3<sup>rd</sup> meeting, the Co-chairs will sign the proposal.



- Michael noted that there is a social marketing campaign being developed targeting young MSMs of color through the DuPont funds. He thinks focus should be on other high risk populations.
- Steven noted that we haven't received the DuPont money yet and that we want to make sure that this campaign takes place.
- Michael felt that the proposal is a good idea- that a high profile media campaign be conducted now.
- The Steering Committee approved the proposal by consensus.

#### **10. Review May 3rd Council Agenda**

- Martha will announce her resignation at this meeting

**Action:** Make call for Co-Chair nominations at May 3<sup>rd</sup> meeting (update: completed through email communication with HPPC members)

- Kevin mentioned that he will not be attending the May 3<sup>rd</sup> meeting, but that someone from the Process Eval. team will be there.

#### **11. May Agenda Items**

- John Blake West Scholarship
- Diversity debriefing

Meeting adjourned at 5PM

*Minutes prepared by Tracey Packer and Lisa Reyes and reviewed Michael Discepolo*



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

Thursday, May 24, 2001  
3:00-5:00 PM

DOCUMENTS DEPT.

HIV Prevention Section  
25 Van Ness Ave, S. F.  
5<sup>th</sup> Floor Conference Room

MAY 18 2001

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## Agenda

- |                                     |               |              |
|-------------------------------------|---------------|--------------|
| 1. Welcome & Announcements          |               | 3:00—3:10 PM |
| 2. Approval of minutes from 4/26/01 |               | 3:10—3:15 PM |
| 3. Public Comment                   |               | 3:15—3:25 PM |
| 5. Committee/Working Group Reports  | Possible Vote | 3:25—3:40 PM |
| 6. Report from Co-Chairs            | Possible Vote | 3:40—4:50 PM |
| 7. Scholarship for John Blake West  | Possible Vote | 3:50—4:00 PM |
| 8. Membership Recruitment Plan      | Possible Vote | 4:00—4:15 PM |
| 9. Follow up to Diversity Training  |               | 4:15—4:25 PM |
| 10. Discussion on Attendance        | Possible Vote | 4:25—4:35 PM |
| 11. Develop June 14 Council Agenda  |               | 4:35—4:45 PM |
| 12. Closure and Evaluation          |               | 4:45—5:00 PM |

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

Thursday, June 28th, 2001  
3:00-5:00 PM

DOCUMENTS DEPT.

AIDS Office  
25 Van Ness Ave, S. F.  
330B

JUN 25 2001

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### Agenda

1.	Welcome & Announcements		3:00—3:10 PM
2.	Approval of minutes from 4/26/01		3:10—3:15 PM
3.	Public Comment		3:15—3:25 PM
4.	Committee/Working Group Reports	Possible Vote	3:25—3:40 PM
5.	Report from Co-Chairs	Possible Vote	3:40—4:50 PM
6.	Scholarship for John Blake West	Possible Vote	3:50—4:00 PM
7.	Membership Recruitment Plan	Possible Vote	4:00—4:15 PM
8.	Follow up to Diversity Training		4:15—4:25 PM
9.	Discussion on Attendance	Possible Vote	4:25—4:35 PM
10.	Develop July 12th Council Agenda		4:35—4:45 PM
11.	Closure and Evaluation		4:45—5:00 PM

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**STEERING COMMITTEE  
MEETING MINUTES  
JUNE 28, 2001**

**Members Present:** Al Cunningham, Lyn Fisher, Steven Tierney, Janetta Johnson

**Members Absent:** Carla Clynes, Michael Discepola, River Sims

**Guests:** Toni A. Young

**Staff/Consultants:** Dara Coan (Harder + Co.), Kevin Roe (CHSG), Lisa Reyes and Tracey Packer  
(AO staff)

1. **Welcome and Announcements:**

- ✓ Lyn announced that her abstract on STD Screening and Counseling was accepted for the National HIV Conference in Atlanta.
- ✓ Kevin announced that the process evaluation mid-year interviews with members have begun. Seven interviews have been conducted so far.
- ✓ Al spoke about the Institute of Sexuality at SFSU
- ✓ Steven reported that there may be a national audit on AIDS funding.

2. **Approval of minutes from 4/26/01:** Minutes were approved by consensus.

3. **Public Comment:** No public comment.

4. **Committee/Working Groups Report:**

- Plan Revision Committee: This committee is working on ways to promote the 2001 HIV Prevention Plan in the community. This committee suggests that palm cards advertising the Plan and website might be a good idea (this can also be a strategy used to recruit new members).
- Gay and Bisexual Men's Working Group: The next meeting for this working group is July 18. There will also be a meeting at 1:00 PM. of sex venues and educators, referred to as the Coalition for Healthy Sex, at 25 Van Ness Avenue, Room 330 A.
- Membership: On June 7, committee discussed long-term and short-term recruitment. This committee will begin short-term recruitment in July, and long term recruitment in August.
- Community Liaison Committee: This committee plans to hold the September HPPC meeting at Instituto Familiar de la Raza. Agencies in the Mission and working in the Mission will be invited to present to the HPPC.

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## 5. **Report from Co-Chairs:**

Steven reported that the Co-Chairs discussed the need to have meetings to discuss important issues related to policy.

He reported that there are two upcoming conferences that HPPC members may be interested in attending. Funding available for two members at each conference.

Prior to July 12, email members and ask members for interest in the two conferences: August 12–15 (Atlanta) and/or September 13–16 (Miami).

Three members have a high level of absences: Carla, River and Jorge. Steven asked for guidance on how to handle. By group consensus, it was agreed that all members except Carla, River and Jorge, be sent an email regarding interest in attending a conference.

Regarding attendance, this committee agreed by consensus to send warning letters to the following members; River, Carla and Jorge. This letters will state that if they miss one more meeting, that they will be taken off of the HPPC.

Al suggested that we honor the rules and ask members who are interested in staying on the HPPC, that they should reapply for 2002 membership.

6. **Letter of Support:** Toni Young requested a letter of support from the Steering Committee. Her group wants to target African American women between the ages of 18-34. The goal of the proposal would be to determine ways that African American women ages 18-34 can better access HIV prevention services. They are requesting a one year planning grant for \$75,000 to \$100,000. Letter if support was approved by consensus.
7. **Scholarship for John Blake West:** This item was tabled until July Steering Committee meeting. Kevin will contact Mary Beth Love and Tracey will contact Buzz Bense for more information.
8. **Membership Recruitment Plan:** The Membership Committee presented the plans for long-term and short-term recruitment. The group discussed the issue of representation which the Membership Committee will discuss. Recruitment plans approved by consensus.
9. **Cooperative Agreement Planning Activity:** the Cooperative Agreement is due of September 12th In August HPS will ask the HPPC for the letter of concurrence. This group broke up into pairs to brainstorm of the 5 core CPG objectives from the Guidance. A summary from this activity will be included in the Cooperative Agreement.
10. **Follow up to Diversity Training** – tabled to July agenda.
11. **Discussion on Attendance Policy:** Consider recommendations for attendance and email to Lisa or Tracey. Consider definitions of excused and unexcused absences.
12. **Develop July 12<sup>th</sup> Council Agenda.** Reviewed and approved agenda.
13. **Closure and Evaluation**

**STEERING COMMITTEE  
MEETING MINUTES  
JULY 26, 2001**

Present: Michael Discepola, Janetta Johnson, Lyn Fisher, Steven Gibson,  
Steven Tierney

Absent: Carla Clynes, Al Cunningham, River Sims.

Consultants: Dara Coan (Harder + Co)  
Kevin Roe (CHSG)

Staff: Tracey Packer

**1. Welcome and Announcements:**

- Michael Discepola welcomed the members of the Steering Committee
- Steven Tierney discussed the DuPont Community Input Process. An article in the BAR reported incorrectly that there was no community input into the plan for Dupont funds. The group discussed the extensive HPPC involvement since the announcement of the funds.
- Kevin announced that process evaluation interviews have been completed.

**2. Approval of minutes from 6/28/01:** Approved by consensus.

**3. Public Comment:** None

**4. Committee/Working Group Reports:**

**Membership Committee:** Janetta gave a report on the recruitment process. Two applications have been received during short-term recruitment. These two applicants will be interviewed in the next week. "Long-term recruitment" will begin after these interviews. It was suggested that staff bring membership applications to the July 30<sup>th</sup> meeting with the CARE Council

**Community Liaison Committee:** Steven reported that their meetings will be held at community locations. The next meeting will be at Southeast Health Center. Suggested that the October Council meeting be held at Instituto Familiar de la Raza. Committee wishes to develop an action agenda to include: inviting community members and groups to present their work, and/or their needs, and or their innovative ideas to the committee or to the Council. Ask them to end their presentation with a recommendation for HPPC action. Then follow up with the

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person or group after council action to demonstrate: commitment, effectiveness and to recruit for membership.

**Gay & Bisexual Men's Working Group:** Generated list of questions that could be asked of applicants to RFP. Also brainstormed innovative approaches to reaching the MSM, MSM/F population for supplemental funds.

**Plan Revision Committee:** is working on the "Ultra-lite" plan. Will meet 8/2.

5. **Co-Chairs Report:**

See attached notes on core objectives. Group discussed the core objectives.

- Everyone at meeting has had input into core objectives. Tracey will incorporate ideas into Cooperative Agreement.

6. **Follow-Up to Diversity Training:**

Members made some recommendation for future trainings:

- That only HPPC members attend
- That trainers get to know Council better before training
- Maria Ramos would be a great trainer on communication issues which are important
- Future training would include skills building
- Cross-cultural communication
- Membership committee could look at set of skills necessary for HPPC members
- How can we structure our meetings so that all communication styles are honored
- An additional training as part of orientation and mid-year to address communication issues (cross-cultural communication issues)

7. **Discussion on Attendance Policy:** The group discussed the policy and agreed that it is sufficiently flexible and appropriate.

✓Michael noted that at some point we need to consider partial attendance of meetings.

✓Steven suggested that during orientation, we emphasize that all meetings are mandatory in order for efficient functioning of the HPPC. Janetta will bring this issue to Membership Committee to include during interviews of applicants. Also ensure that communication about number of hours of commitment is realistic.

✓Steven motioned and the group agreed to send letters to River and Carla requiring them to attend Steering Committee or consider resigning. If they do not attend, their Steering Committee membership will be terminated.

✓The group directed committee co-chairs to carryout attendance policy, warning members in writing.

8. **August 23 Council Agenda:** The group reviewed the agenda and suggested a presentation on counseling and testing issues. Including: issues of names reporting vs. unique identifiers, new standards, Orasure, relate it to the Cooperative Agreement, demystify Counseling & Testing and identify controversial issues.
9. **September 13 Council:** Group discussed whether the September 13 Council meeting should be rescheduled since it falls during the US Conference on AIDS. They agreed to have the meeting on September 13 with whoever can attend.

**Next Steering Committee Meeting:** September 27, 2001 3:00 to 5:00 pm.





## HIV PREVENTION PLANNING COUNCIL (HPPC) Steering Committee

Thursday, September 27, 2001  
3:00-5:00 PM

AIDS Office  
25 Van Ness Ave., S. F.  
5<sup>th</sup> Floor Conference Room

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### Agenda

- |    |                                  |                            |
|----|----------------------------------|----------------------------|
| 1. | Welcome & Announcements          | 3:00—3:05 PM               |
| 2. | Approval of minutes from 7/26/01 | 3:05—3:10 PM               |
| 3. | Public Comment                   | 3:10—3:20 PM               |
| 4. | Committee/Working Group Reports  | Possible Vote 3:20—3:30 PM |
| 5. | Report from Co-Chairs            | Possible Vote 3:30—3:40 PM |
| 6. | Review of Attendance             | Possible Vote 3:40—3:50 PM |
| 7. | Review October 11 Council Agenda | 3:50—4:00 PM               |
| 8. | Discuss Plans for 2002           | 4:00—4:50 PM               |
| 9. | Closure and Evaluation           | 4:50—5:00 PM               |

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**HIV PREVENTION PLANNING COUNCIL  
STEERING COMMITTEE  
September 27, 2001  
Action Minutes**

**Members Present:** Janetta Johnson, Michael Meehan, Al Cunningham, Michael Discepolo, Lyn Fisher, Steven Tierney

**Members Absent:** n/a

**Consultants/Staff:** Dara Coan (Harder+Co), Kevin Roe (CHSG), Tracey Packer (AO), Lisa Reyes (AO).

**1. Welcome and Announcements:**

Steven welcomed everyone. There were no announcements.

**2. Approval of Minutes from 7/26/01:**

Approved by consensus.

**3. Public Comment:** None.

**4. Committee/Working Group Reports:**

- Plan Revision Committee: Lyn reported the committee is working hard on the Ultralite Plan. Lyn moved that the PRC produce a public version of the Plan in "Ultra-Lite" format. Michael seconded the motion. Motion approved by consensus.
- Community Liaison Committee developed the agenda for October 11. Presenters planned are IFR, Proyecto, Horizons, MNHC and Day Labor Program.
- Membership Committee: Interviews of applicants were done and up to 16 candidates will be selected. Michael Meehan is now the Steering Committee representative.
- The People of Color Working Group Co-Chairs decided to suspend the meetings of the group until further notice due to lack of attendance.
- Gay/Bisexual Men's Group: Talked about a plan for setting quality assurance for prevention for gay and bisexual men.

**5. Report from the Co-Chairs:**

Discussed HPPC attendance, sent letter to the Governor regarding cut on prevention funding.

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**6. Review of Attendance to Committee:**

The group approved sending letters to Erick Brown, Colin Partridge, Deborah Oliver-Wilson regarding attendance to committees.

**7. Review October 11 Council Agenda:**

October 11 agenda approved by consensus.

**8. Discuss Plans for 2002:**

Steven presented 2 streams of thought for next year:

1) Council meetings every other month with committee on alternate months.  
The Steering Committee supported this notion.

2) Developing continuous quality measures for prevention.

Other ideas:

- Epidemiology in under-researched areas
- Marketing of Prevention
- CDC Liaison on 5-year cooperative agreement guidance /monitoring national picture
- Emerging populations assessment
- Research gaps
- UCHAPS
- Diversity work
- Membership/leadership development
- Transgender working group/other pop groups
- Collaborations at STD, Hep C, Substance Abuse, mental health
- Prevention for positives/sero-status approach
- Youth participation
- Implementation of HIV Prevention Plan
  - RFP
  - Award
  - Ongoing issues: Integration of services - STD, substance abuse
  - Emerging populations

Narrowing it down:

- 1) Membership/Diversity/Youth Participation
- 2) Community Liaison Committee – youth
- 3) Steering Committee: Collaborations/liaison (CARE. Treatment on Demand, STD, Hep C, Mental Health, Substance abuse, State of CA, CDC, UCHAPS)
- 4) Population Working Groups (CQI):   (Epi)  
   (Gaps)  
   (Collaboration)  
   (Prevention for Positives)  
   (Plan Implementation)

Ask and answer:

- (1) Where are we?
- (2) How do we know
- (3) Where do we want to go?
- (4) How will we know when we get there?

The Steering Committee asked for these ideas to be included in the minutes and sent to Steering for review. At the October 25 meeting they will be refined. The committee wishes to present recommendations to HPPC at the November 8 meeting. Members can sign up for committees in December.

Note that monitoring Emerging Populations needs to be addressed further.

Lyn mentioned that the Oasis Project would like to present to the HPPC.

The meeting was adjourned at 5:00 pm.





## HIV PREVENTION PLANNING COUNCIL (HPPC) Steering Committee

Thursday, October 25, 2001  
3:00-5:00 PM

AIDS Office  
25 Van Ness Ave, S. F.  
5<sup>th</sup> Floor Conference Room

### Agenda

- |     |   |               |              |
|-----|---|---------------|--------------|
| 1.  | Welcome & Announcements                 |               | 3:00—3:05 PM |
| 2.  | Approval of Minutes from 9/27/01        |               | 3:05—3:10 PM |
| 3.  | Public Comment                          |               | 3:10—3:20 PM |
| 4.  | Committee/Working Group Reports         | Possible Vote | 3:20—3:40 PM |
| 5.  | Report from Co-Chairs/HPPC Parking Lot  | Possible Vote | 3:40—3:50 PM |
| 6.  | Review of Attendance                    | Possible Vote | 3:50—4:00 PM |
| 7.  | Review November 8 Council Agenda        |               | 4:00—4:15 PM |
| 8.  | Finalize 2002 Plans for HPPC Activities | Possible Vote | 4:15—4:45 PM |
| 9.  | Report on UCHAPS                        |               | 4:45—4:50 PM |
| 10. | Closure and Evaluation                  |               | 4:50—5:00 PM |

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**HIV PREVENTION PLANNING COUNCIL  
STEERING COMMITTEE MEETING  
OCTOBER 25, 2001  
ACTION MINUTES**

**Members Present:** Al Cunningham, Michael Meehan, Michael Discepolo, Steven Gibson, Janetta Johnson

**Members Absent:** Steven Tierney

**Support Staff:** Tracey Packer (HPS), Lisa Reyes (HPS).

**1. Welcome and Announcements:**

- The November Steering Committee will meet November 15<sup>th</sup>, 4:00-5:30 due to the Thanksgiving holiday.
- New Member Orientation: November 1, 2:00-4:00. Mixer with new and current members. 4:00 p.m. Also, the November 8 Council Agenda includes orientation.

**2. Approval of Minutes from 9/27/01:** Approved by consensus.

**3. Public Comment:** None

**4. Committee/Working Group Reports:**

- **Membership:** Lisa reported that 14 new members have been appointed. One person declined membership due to travel/work responsibilities. The Steering Committee requested a report on the representation make-up of council membership at November 8 Council Meeting.
- **Plan Revision:** Steven G. reported that a final draft of the "Ultra-Lite" Plan has been completed and sent to Better World Advertising (BWA). BWA is looking for 9 spoke models to represent the RFPs in the Plan. The plan is to release the Plan on World AIDS Day, December 1, with a press conference. It will be translated into Spanish.
- **Community Liaison:** Al reported that the committee felt that the October 11 meeting in the Mission went well. They are planning to hold the next meeting in the Tenderloin in February with a focus on youth issues. The Committee also talked about the barriers to effective HIV prevention created by the CDC program review process. The Committee wishes to write a letter to CDC expressing concern about the process. The next meeting will be Wednesday, November 7, 10:30 – 12:00 noon.

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**5. Report from Co-Chairs/HPPC Parking Lot:**

Michael reminded members that the Parking Lot turns over every year. He asked the Steering Committee to review the list. The following decisions were made: The Rave Club Drug Task Force is no longer in business so it was taken off the Parking Lot. Al said that he would remove Zero Tolerance. The names reporting and the unique identifier issue will be presented in December. Willi McFarland will be presenting Nov. 8 on the epidemiology of HIV that may address the surveillance item listed.

The Steering Committee discussed having a presentation, developed by the Community Liaison Committee, on mental health issues and HIV. They are also interested in a presentation on the CDC Evaluation requirements.

**6. Review of Attendance:** No new issues.

**7. Review of November 8 Council Agenda:** Approved agenda as presented.

**8. Finalize 2002 Plans for HPPC Activities:**

Michael and Tracey reviewed the plans so far and the following items were discussed:

✓Al commented that decreasing the number of meetings concerned him. He feels we need to meet more often.

✓Steven G. suggested that the Steering Committee define the role/tasks for 2002 of the Council and then determine number of meetings necessary to accomplish that identified.

✓The Steering Committee agreed by consensus that the committees should meet monthly.

✓Recommendation that Council meets every other month.

✓Like concept of CQI but don't understand how it can be done in committees.

✓Need information on theory of CQI.

The Steering Committee decided to continue this discussion at the next meeting.

**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Steering Committee**

**Thursday, November 15, 2001**  
**4:00-5:30 PM**

**AIDS Office**  
**25 Van Ness Ave., S. F.**  
**5<sup>th</sup> Floor Conference Room**

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**Agenda**

- |     |  |              |
|-----|--|--------------|
| 1.  | Welcome & Announcements                                      | 4:00—4:05 PM |
| 2.  | Approval of Minutes from 10/25/01-Vote                       | 4:05—4:10 PM |
| 3.  | Public Comment   | 4:10—4:20 PM |
| 4.  | Committee/Working Group Reports <i>Possible Vote</i>         | 4:20—4:30 PM |
| 5.  | Report from Co-Chairs <i>Possible Vote</i>                   | 4:30—4:40 PM |
| 6.  | Review of Attendance <i>Possible Vote</i>                    | 4:40—4:45 PM |
| 7.  | Review December 13 Council Agenda                            | 4:45—4:55 PM |
| 8.  | Finalize 2002 Plans for HPPC Activities <i>Possible Vote</i> | 4:55—5:15 PM |
| 9.  | Report on UCHAPS   | 5:15—5:25 PM |
| 10. | Closure and Evaluation                                       | 5:25—5:30 PM |

***NOTE: All meetings are open to the public and are held in handicapped accessible facilities  
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**STEERING COMMITTEE MEETING  
MINUTES  
NOVEMBER 15, 2001**

**Present:** Lyn Fisher, Michael Discepola, Janetta Johnson, Steven Tierney,  
Dara Coan (Harder + Co.), Kevin Roe (CHSG), Tracey Packer

1. **Welcome and Announcements:** Michael welcome the committee
2. **Approval of Minutes of 10/25/01:** Approved by consensus.
3. **Public Comment:** None
4. **Debrief November 8 Council Meeting:** Discussed meeting.
5. **Committee/Working Group Reports:**
  - **Plan Revision Committee**

Motion: Ask committee to reconsider the size of Ultralite (condensed plan), possibly making it smaller.

Noted: Ok to release Plan after December 1<sup>st</sup>.
  - **Membership Committee**

The committee held an orientation with 12 of the 16 new members on November 1<sup>st</sup>, with a social time with returning new members. The orientation was successful; Kevin noted that evaluations were positive.
  - **Community Liaison Committee**

Heard presentation from SPAT and invited them to join the committee. SPAT would like the emerging populations to include special populations.
  - **Gay/Bisexual Working Groups**

Did not meet this month.
  - **People of Color Working Group**

Not currently meeting.
- 5b. **Co-Chairs Report:**

✓Michael Discepola reported that he was elected Community Co-Chair of UCHAPS.

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✓ Steven Tierney was elected today as Co-Chair of California CPG. He reported that the State will be asking counties to place 25% of funding in programs for HIV prevention with positives to be implemented. The Governor proposed a 15% cut to all health services. These two together could impact current HIV prevention programs.

✓ The CDC is concerned that carry-forward may not be awarded from 2001 and beyond.

✓ Discussed Co-Chair election. Policy regarding eligibility was discussed. Add:

“for 2-3 years”

“on the SF HPPC”

“6 mo consecutive within last 3 years on HPPC”

✓ This suggested policy change will be presented to Steering Committee in December – to Council in January.

## **6. Review December 13 Council Agenda**

- Sandy’s UI Code vs. Soundex
- Address of Counseling and testing sites – Marise

## **7. Finalize 2002 Plans**

- Steven made a motion that for 2002 there will be 4 Committees:

Membership  
Community Liaison  
Emerging Populations  
Research

Which would meet once per month.

- Population Groups – postpone for time being. Approved by consensus.
- The Steering Committee will address this on December agenda
- The Steering Committee agreed to a :
  - Council meeting every other month
  - Committee meetings every month
- January, March, May, July, September, November – Council meetings
- February, April, June, August, October, December – Committees. Can hold additional meeting (call it a regular meeting).
- Council could be held during these committee times if necessary.

- Attendance policy on Steering Committee agenda - in December and on January Council agenda.

MEETING ADJOURNED AT 6:00 P.M. ITEMS 9-10 WILL BE DISCUSSED IN DECEMBER



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

Thursday, February 28, 2002  
3:00-5:00 PM

25 Van Ness Ave, 330A  
San Francisco

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### Agenda

- |   |              |
|---|--------------|
| 1. Welcome & Announcements                                  | 3:00—3:05 PM |
| 2. Public Comment   | 3:05—3:15 PM |
| 3. Review Steering Committee Roles and Responsibilities     | 3:15—3:30 PM |
| 4. Identify Process Evaluation Methods <i>Possible Vote</i> | 3:30—3:40 PM |
| 5. Committee Reports/Community Members <i>Possible Vote</i> | 3:40—4:00 PM |
| 6. Report from Co-Chairs <i>Possible Vote</i>               | 4:00—4:10 PM |
| 7. Review March 14 Council Agenda <i>Possible Vote</i>      | 4:10—4:20 PM |
| 8. Recruitment of At-Large Members                          | 4:20—4:30 PM |
| 9. Epi Chapter Update                                       | 4:30—4:50 PM |
| 10. Closure and Evaluation                                  | 4:50—5:00 PM |

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Minutes

February 28, 2002

3:00 - 5:00 PM

**Members Present:** Erick Brown, Janetta Johnson, Jenn Kaufman, Thomas Knoble, Israel Nieves-Rivera, Gwen Smith, Tracey Packer, Stephen Tierney

**Support Staff:** Dara Coan (Harder & Co.), Eileen Loughran (AO), Tracey Packer (AO), Lisa Reyes (AO), Kevin Roe (CHSG)

**Guests:** Russ Crone

#### Welcome and Announcements

Jenn announced the 3<sup>rd</sup> Bay Area Adolescent Health Conference happening at the Asilomar Conference Center, May 8-10, 2002.

#### Public Comment

No Public Comment

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#### Review Steering Committee Roles and Responsibilities

See white sheet "Goals for 2002"

- Add to #2- Mental Health
- Add to #5- Review attendance policy
  - Israel had a request for breakdown of Council so that we can know the shortfalls, and where we need to recruit to fill gaps. Tracey handed out the member composition as of 11/1/01. This includes all new members and three members that have resigned. An updated version will be distributed at the next meeting.
- Add to March Steering Committee agenda: How collaboration between HPPC and other councils will take place. What are other ways to build partnerships with Care Council, Treatment on Demand Council, etc.
- Steering Committee Goals were approved by consensus

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#### Process Evaluation Discussion

Kevin Roe opened the discussion by informing everyone that the group can choose their method for evaluating the committee process. Kevin suggested several options that are available for the evaluation process.

The committee decided on "3 words". The next meeting would be better if...The committee would like to receive this through email. This was approved by consensus.

### **Committee Reports/ Community Members**

- **Membership Committee:** Robert Gomez and Gwen Smith are Co-Chairs. The group will meet monthly. The next meeting will be March 7<sup>th</sup> at 3:00pm.
- **Emerging Populations:** Jenn Kaufmann is Chair, she is hoping for a co-chair. The group is developing their scope of work, and discussing how to identify emerging populations. The group will meet monthly. The next meeting will be March 21<sup>st</sup> at 12:00pm. She also noted that the majority of the members of this committee are white, and that they would like to recruit community members to balance out the group. The group chose to have a written evaluation at the end of their meetings.
- **Research Committee:** Israel Nieves-Rivera and Hank Wilson are Co-Chairs. The group will meet monthly. The next meeting is on March 11<sup>th</sup> at 4:30pm. This committee will look at the gaps in research, and what is currently being done. He expressed a need to diversify this committee, as all the members are male. The group chose Dialogue boxes for the process evaluation.
- **Community Liaison:** Erick Brown is Chair. The committee is still working on a regular meeting schedule. The next meeting is scheduled for March 21 at 1:30pm. Erick expressed the committee's interest in bringing more people from the community into the HPPC process. He also expressed the committee's concerns about safety regarding ACT-UP. Israel was interested if this committee would look at the gaps in services in certain communities. Erick explained that this committee has not yet adopted a scope of work. The committee would like to have however, 2 or 3 Council meetings in the community.

### **Co-Chairs Report**

- Steven gave an update.
- Al Cunningham, Edd Lee, Lisa Reyes and Steven Tierney will be in Chicago next week for the Community Planning Leadership Summit.
- Steven expressed the need to put together a timeline/calendar to work out the meeting dates in July & August. The HPPC will be working on the Cooperative Agreement, and will need to allow time for the Council to vote on it, and make any changes if necessary before deadline
- Biosketches- It was brought up that this would be a good way for members to get to know each other, and what each member brings to the council. The Co-Chairs will come up with a format. Process evaluation has done these biosketches for council members in the past, so they will take the lead on this. This was agreed on by consensus.
- Al is on a leave of absence. Maria Castillo is resigning and Patrick Stephens was removed from the HPPC list. Five seats are now vacant.
- Janetta voiced the need for more transgender representation on committees.
- Israel had concerns about how we determine how competent the council is in regards to diversity, before a training is conducted. The issue of a needs assessment was discussed. Tracey mentioned that this is a Membership Committee issue, as it is part of their scope of work.



- Two applications for community membership were brought to the table. Luke Adams was nominated by John Newmeyer for the Research Committee, and Billie Jean Kanios who applied on her own, and is interested in either Research or Emerging Populations. Both committee members were accepted by consensus.

### **Review March 14 Council Agenda**

The agenda was reviewed and approved.

### **Recruitment of at Large Members**

Betty will send out an email to council members requesting nominations for 2 At Large Steering Committee members. This will be voted on at the March 14<sup>th</sup> Council meeting.

### **EPI-Chapter update:**

- Dara Coan explained that the prevention plan came out in May 2001 before the 2000 Census data was available. She handed out a proposal to update Epi Chapter.
- Most updates could start on page 47 using the 2000 census data.
- Sections 3 & 4 on page 61 also need to be updated.
- The committee agreed by consensus that they want to update the Epi Chapter.

### **Closing and Evaluation**

Next meeting date is March 28<sup>th</sup> from 3:00-5:00pm, in room 330 A at the AIDS Office.

Meeting adjourned at 4:40 PM

*Minutes prepared by Eileen Loughran , Tracey Packer, and Lisa Reyes, reviewed by Janetta Johnson*



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

Thursday, March 28, 2002

3:00-5:00 PM

25 Van Ness Ave, 330A  
San Francisco

### Agenda

1. Welcome & Announcements 3:00—3:05 PM
  - Welcome New At Large Members
2. Public Comment 3:05—3:15 PM
3. Committee Reports/Approve Community Members (Vote) 3:15—3:30 PM
  - Current Update
  - Follow Up
  - Approve Community Members
4. Report from Co-Chairs (Possible Vote) 3:30—3:40 PM
5. Review 2002 Calendar 3:40—3:45 PM
6. Steering Committee Goals for 2002: Work on Goal 2 3:45—4:00 PM  
(Goal 2. Build partnerships with HIV Health Services Planning Council (CARE), Treatment on Demand Planning Council, State CPG, Mental Health, and STD divisions)
7. Epi Chapter Update (Vote) 4:00—4:20 PM
8. Review Attendance Policy/Revise As Needed (Vote) 4:20—4:35PM
9. Cooperative Agreement Update (Vote) 4:35—4:45PM
10. Discussion on Facilitation Training 4:45—4:55PM
11. Closure and Evaluation 4:55—5:00PM

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**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Steering Committee**  
**Minutes**

**March 28, 2002**  
**3:00 - 5:00 PM**

**Members Present:** Erick Brown, Janetta Johnson, Thomas Knoble, Edd Lee, Israel Nieves-Rivera, Gwen Smith, Tae-Wol Stanley, Steven Tierney, Hank Wilson

**Members Absent:** Jenn Kaufman

**Support Staff:** Dara Coan (Harder & Co.), Betty Chan Lew (AO), Eileen Loughran (AO), Kevin Roe (CHSG),

**Welcome and Announcements**

- Edd Lee welcomed Thomas and Tae-Wol to their first Steering Committee meeting.
- Janetta announced that she is resigning as Co-Chair, but will remain on the council as a member.
- Israel announced that there is a community forum @ the new LGBT Center. The forum will focus on how the center can be more sensitive to Latinos.

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**Public Comment**

No Public Comment

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**Committee Reports/ Community Members**

- **Membership Committee:** Gwen Smith gave an update from the last committee meeting. The current HPPC brochure was reviewed, and it was agreed not to reprint it since there was only a minor change about the meeting schedule. The group agreed that affixing labels with the corrected schedule would be sufficient. Betty contacted the 12 council members whose terms will be up in July 2002, about continuing on the council. Eleven members would like to rejoin the HPPC for another term. The next meeting will be April 11<sup>th</sup> at 3:00 PM. Israel had concerns about how we determine how competent the council is in regards to diversity, before a training is conducted. The issue of a needs assessment was discussed. This will be brought back to the Membership Committee.
- **Emerging Populations:** Thomas Knoble gave an update. Armel Crocker and Jenn Kaufman were elected Co-Chairs. The group will work with the Research Committee as they identify emerging populations. The group will meet the 1<sup>st</sup> Thursday of every month from 3-5 PM. The next meeting will be April 4<sup>th</sup> from 3:00-5:00PM. The group did however, agree to reserve 4:15-4:30 on the 2<sup>nd</sup> Thursday of every other month (when the Council doesn't meet) to come to 25 Van Ness in case of an HPPC vote. The group is currently brainstorming on a name change for the committee.

- **Research Committee:** Israel Nieves-Rivera gave an update of the last meeting. The group broke the previous meetings brainstorming session into categories for task forces. 1) Research Inventory 2) Gap Analysis - (Perceptions of gaps)-request feedback & develop list 3) Evaluation- what interventions work (or don't work) 4) Standards in Practice (Research Manifesto) 5) Communication to HPPC & others. The group discussed the possibility of working with Zoomerang.com and Kevin Roe to determine what gaps exist in research, after the research inventory has been presented. The next meeting is on April 11<sup>th</sup> at 4:30pm.
- **Community Liaison:** Erick Brown gave an update of the last meeting. The group elected Marcel Miranda as Co-Chair with Erick. The next meeting is scheduled for April 11<sup>th</sup> at 3:00 PM. Erick expressed the committee's interest in bringing more people from the community into the HPPC process. Israel was interested if this committee would look at the gaps in services in certain communities. Erick explained that this committee wants to hold three committee meetings in the community. The group will also hold one full Council meeting in the community in the fall. The group was interested in holding this meeting in the BVHP area, but that will be finalized at the next meeting. The committee will also develop a list of agencies, HMO's, and other organizations to distribute the condensed plan.
- **Community Members Discussion**  
Lisa Fitzpatrick was approved by consensus for the Research Committee. She will be notified immediately, and invited to the next meeting. Israel mentioned that he has invited three women to the next Research Committee meeting. He said that they may be interested in becoming community members.
- **Co-Chairs Report**
- Steven gave an update.
- He discussed the facilitation training that will be available to the chairs & co-chairs of all the committees.
- Steven mentioned the need to fill the now vacant Co-Chair seat for the council. The election will take place at the May 9<sup>th</sup> Council meeting. Nominations will be received this month. A council member must have served six months on the Council to be eligible for Co-Chair seat. The possibility of leaving the seat vacant until July was discussed, as well as having an Interim Co-Chair until July.

## **Review 2002 Calendar**

- Israel wanted to know how new items get added to the Council meeting's agenda. He had concerns about the Research Committee not having input into the research studies that get presented. Dara explained that many of the items listed on the calendar had been planned much in advance by the Council.
- Hank suggested that we invite Dr. Coates of CAPS to come to an HPPC meeting. The group agreed that this was a good idea, and Steven said he would follow-up.
- The 2002 calendar for Council agendas was reviewed and approved by consensus.

### **Steering Committee Goals for 2002: Work on Goal 2**

- How can collaboration between HPPC and other councils take place? What are other ways to build partnerships with the CARE Council, Treatment on Demand Council, etc. Israel suggested that building partnerships is much more than attending meetings. The group decided to learn more about service integration, and what is going on with these various groups. Edd suggested that we try to uncover where there is overlap.
- Steven mentioned that he is the Co-chair of the state Community Planning Group (CPG). He will be the liaison between that committee and the Council. Hank added that he regularly attends the Treatment on Demand Council meetings.
- The group decided to make a plan of action to build partnerships with the other councils.
- The group would like to include the school district & school board into this plan.

### **Epi-Chapter Update**

- Dara Coan followed up on the Epi-Chapter update information from the February 28<sup>th</sup> meeting.
- It was suggested that the co-factor data and the Census data should be updated.
- The decision to update both the Census information and the co-factor information was approved by consensus.

### **Review Attendance Policy/Revise As Needed**

- The group reviewed the Attendance Policy set in the HPPC Policies and Procedures Manual.
- The group had concerns that the present policy does not acknowledge prevention activities or being out of town as excused absences. The committee suggested that perhaps the policy should be reworked to accommodate these activities.
- The group decided by consensus to table the item to Co-Chairs.

### **Cooperative Agreement Update**

- Steven outlined the schedule for the development and HPPC review of the 2003 CDC Cooperative Agreement application. The application will be based on the 2001 HIV Prevention Plan. A draft of priorities for 2003 will be presented to the Council in May, and drafts of the application will be mailed to Council members in June and July. A discussion and vote will take place in July. Please see the calendar for reference to this schedule.

### **Closing and Evaluation**

Next meeting is April 25<sup>th</sup> from 3:00-5:00 PM, in room 330A at the AIDS Office.

Meeting adjourned at 5:00 PM.

*Minutes prepared by Eileen Loughran and Betty Chan Lew, and reviewed by Edd Lee.*





2.7  
HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

25/02  
Thursday, April 25, 2002  
3:00-5:00 PM  
25 Van Ness Ave, 330A  
San Francisco

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Agenda

1. Welcome & Announcements 3:00—3:05 PM
2. Public Comment 3:05—3:15 PM
3. Committee Reports/Approve Community Members (Vote) 3:15—3:30 PM
  - Current Update
  - Follow Up
4. Report from Co-Chairs/Attendance Policy/ELI (Possible Vote) 3:30—3:40 PM
5. Request for Letter of Support (Vote) 3:40—3:50 PM
6. Review and Approve May 9, 2002 HPPC Agenda (Vote) 3:50—4:10 PM
7. Epi Chapter Update (Vote) 4:10—4:25 PM
8. Continue Discussion on Goal 2 (Possible Vote): 4:25—4:40 PM
  - To build partnerships with HIV Health Services Planning Council (CARE), Treatment on Demand Planning Council, State CPG, Mental Health, and STD divisions
9. Cooperative Agreement Update (Vote) 4:40—4:55PM
10. Closure and Evaluation 4:55—5:00PM

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Minutes

April 25, 2002

3:00 - 5:00 PM

**Members Present:** Jenn Kaufman, Thomas Knoble, Edd Lee, Marcel Miranda, Israel Nieves-Rivera, Gwen Smith, Tae-Wol Stanley, Steven Tierney

**Guests:** Stacy Gratton, David Weinman

**Support Staff:** Dara Coan (Harder & Co.), Eileen Loughran (AO), Tracey Packer(AO), Lisa Reyes (AO), Kevin Roe (CHSG),

#### 1. Welcome and Announcements

- Steven welcomed the group and introduced Stacy Gratton and David Weinman as the new minute takers and support to the council.
- Tracey reminded the group that the HPPC wanted to establish a committee to work on activities for World AIDS Day, December 1, 2002.

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#### 2. Public Comment

No Public Comment

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#### 3. Committee Reports/Community Members

##### • PATA (formerly Emerging Populations Committee)

The committee has changed its name to "Population Assessment and Trend Analysis" (PA/TA). A survey will be sent out to agencies to assess populations that may be at risk for HIV, but not appropriately identified in the priority setting model. The next meeting will be May 30, from 3-5:00 PM.

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- **Membership Committee:** Gwen Smith gave an update from the last committee meeting. The group has been working with Kevin Roe on a needs assessment for the diversity training. The committee wants to know if the consultants and community committee members will be included in the diversity training. It was decided that this issue will be brought to Co-chairs. The next meeting is scheduled for June 13<sup>th</sup> from 3:00-4:30PM. The committee has also decided not to conduct a long term recruitment this year, but instead continue with on-going recruitment. The following gaps were identified in the membership: youth, transgender, HIV + Latino and African American men, and HIV + women.

- The committee was asked to 1) plan an orientation for a future HPPC meeting, 2) to work on introducing community members to the full council, and 3) to plan on giving the HPPC an update on the diversity training.
- **Research Committee:** Israel Nieves-Rivera gave an update of the last meeting. The committee's scope of work has been streamlined into work tasks.

#### **Task #1: Development of Format for Research Presentations**

The Research Committee was charged with coming up with a research format for future presentations. It was suggested that we request the abstract of any future presentations along with the presenter's contact information. This information would be sent out with the HPPC agenda, and any other council meeting paperwork. This committee agreed that presenters of research would be asked to provide the following information:

*Objectives, Design, Methods, Results, Conclusion, Relevance to HIV Prevention, and Contact email information.*

#### **Task #2: Development of Research Inventory/Gap Analysis**

The committee has revised and narrowed its scope of work to the following:

1. Research Inventory (last 5 years)  
Include research from: SFDPH, USCF/CAPS, and UARP  
Goal: To get a baseline if SF HIV Prevention research in the last 5 years
2. Gap Analysis/Evaluation  
Goal: To identify gaps in SF HIV prevention research and intervention research

#### **Task #3: Develop a Research Manifesto (Guidelines for Research that receive Prevention and CDC funds)**

The Research Committee would like the HPPC to approve the motion that applications for CDC prevention dollars should carry a letter of concurrence from the HPPC.

- **Community Liaison:** Marcel Miranda gave an update of the last meeting. The committee is working on finalizing the schedule of community meetings. A council meeting will be held in September in Bayview as a second phase of community meetings. A committee meeting will be held there first. Community members, service providers, and district supervisors will be invited to these meetings. The group is also planning an "investigative" field trip to Treasure Island to learn about services and HIV issues. It was also decided that TI would be a good place to present the Condensed Plan.

**Community Members Discussion:** The committee reviewed a community member application. The group approved Taylor Morrison's application by consensus. Taylor will be informed that she has been approved for the committee of her choice.

4. **Co-Chairs Update:** Steven gave an update. He announced who received funding for the special RFP that targeting young African American MSM: Centerforce, New Direction, and LYRIC. He recommends forming a 2-3 meeting task force to provide advice on the Bristol Meyers Squibb funds that are scheduled to be allotted.

Edd gave an update on the conference that he and Steven attended in LA. He also expressed some concerns about ELI. He wanted to see if this committee, could work to improve the evaluation process for San Francisco.

Steven suggested that we focus on implementing ELI this because it is a requirement, but think about the future for making changes. It was recommended that we send this item to the PA/TA committee. That committee can invite Marise Rodriguez, to come to the Council to do a presentation on ELI, and to continue the discussion.

**Review Attendance Policy:** The group decided by consensus to send this item to Co-Chairs for review.

## **5. Request for Letter of Support**

Valerie Rose of the HIV Prevention Section gave an overview of a 3 year outcomes evaluation project that will be a collaboration between the HPS & the Epidemiology & Evaluation Section of the AIDS Office. She asked for a letter of support from the council. The group agreed by consensus to support the project, and approved the letter of support.

## **6. Review May 9, 2002 HPPC Agenda**

- The group reviewed the agenda for the May 9<sup>th</sup> HPPC meeting.
- Thomas Knoble & Tae-Wol Stanley asked to have a few minutes to discuss their role as At-Large Steering Committee members.
- Israel had questions about whether Dr. Coates of CAPS was coming to this meeting. Steven said he will follow-up on inviting Dr. Coates to a future meeting.
- The agenda was approved by consensus.

## **7. Epi-Chapter Update**

- Dara Coan followed up on the Epi-Chapter update information from the last meeting. She distributed a proposed outline for the Epi Chapter Addendum, 2002. The following changes were included:
  - 2000 Census Data
  - AIDS Case Data through Fall 2002
  - Behavioral Studies Update
  - Cofactors Study Update
  - Bibliography
- This was approved by consensus.

## **8. Continued Discussion on Goal 2- Building Partnerships**

- The group continued its discussion
- There was a discussion on how the HPPC can collaborate with other councils/DPH divisions, such as: the CARE Council, Treatment on Demand Council, State CPG, Mental Health and STD Control, etc.
- Steven mentioned that he is the Co-chair of the state Community Planning Group (CPG). He will be the liaison between that committee and the Council. He also added that Hank Wilson and

Mike Schement regularly attend the Treatment on Demand Council meetings. Ken Pearce is a member of the CARE Council.

- The group decided to make a plan of action to build partnerships with the other councils.
- The group decided to organize a meeting with the CARE Council Steering committee and the HPPC Steering to discuss such items as how can we work collaboratively (ex. Prevention for Positives, applying for funding, etc.)
- Motion to request Mitch Katz draft a letter encouraging the various Councils to work together.
- Thomas Knoble expressed interest in taking the lead in fostering this relationship between the Councils/Divisions . He will work with Tracey, Edd Lee, and Charles to develop a plan.

#### **Cooperative Agreement Update**

Tracey and Charles made a recommendation to the Steering Committee that at the May 9 HPPC meeting, that members meet in small group to prioritize objectives for each BRP for 2003 (See handout). It was decided that each Steering Committee member would facilitate a small group at the next HPPC meeting to work on this process

#### **Closing and Evaluation**

Next meeting is May 23<sup>rd</sup> from 3:00-5:00 PM, in room 330A at the AIDS Office. The first hour of the meeting will be a facilitation training for all committee and Council co-chairs.

Meeting adjourned at 5:00 PM.

*Minutes prepared by Eileen Loughran and Lisa Reyes, and reviewed by Edd Lee.*



## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

Thursday, May 23, 2002  
3:00-5:00 PM  
25 Van Ness Ave, 330A  
San Francisco

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### Agenda

- |  |                              |
|--|------------------------------|
| 1. Welcome & Announcements                 | 3:00—3:05 PM                 |
| 2. Group Facilitation Training             | 3:05—4:05 PM                 |
| 3. Public Comment                          | 4:05—4:15 PM                 |
| 4. Committee Reports                       | (Possible Vote) 4:15—4:25 PM |
| • Current Update                           |                              |
| • Follow Up                                |                              |
| • Coordination                             |                              |
| 5. Review July 11 Agenda for Approval      | (Vote) 4:25—4:30 PM          |
| 6. Report from Co-Chairs/Attendance Policy | (Possible Vote) 4:30—4:40 PM |
| Review Dialogue Box Results                |                              |
| 7. Epi Chapter Update                      | (Vote) 4:40—4:50 PM          |
| 8. Cooperative Agreement Update            | 4:50—4:55PM                  |
| 9. Closure and Evaluation                  | 4:55—5:00PM                  |

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
Meeting dates and times are subject to change, please verify by calling Batty Chan Lew at 554-9492

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
May 23, 2002

3:00 – 5:00 PM

**Members Present:** Jenn Kaufman, Armel Crocker, Thomas Knoble, Edd Lee, Marcel Miranda, Erick Brown, Israel Nieves-Rivera, Gwen Smith, Robert Gomez, Steven Tierney

**Staff and Consultants:** Kevin Roe, Kathleen Roe (CHSG), Lisa Reyes, Betty Chan Lew, Eileen Loughran, Tracey Packer, Stacy Gratton (Minute-Taker)

1. **Welcome and Announcements:** Steven welcomed the Steering Committee and introduced the trainers, Kathleen and Kevin Roe.

Jenn announced that she has been accepted into a graduate program in Chicago and will be leaving the HPPC at the end of July.

2. **Group Facilitation Training:** Kathleen and Kevin provided an interactive training on facilitation skills from 3-4PM. Materials can be accessed from the HPS staff.

3. **Public Comment:** None.

4. **Committee Reports:**

- Jenn reported that the Population Assessment and Trend Analysis (PA/TA) committee conducted a survey with community providers. Of the 80 needs assessment surveys, 20 were returned. The return date will be extended by 1 week.
- The Community Liaison Committee will be going to Bayview, Tenderloin and South of Market neighborhoods as well as Treasure Island for committee meetings and provider assessments. The goal is to identify community needs in these areas.
- The Membership Committee reported that they are planning a Diversity/Cross Cultural Communication Training for September. They also plan on recruiting 5-7 new members.

5. **July 11 Council Meeting Agenda:** The committee reviewed the agenda and approved the draft.

6. **Report from Co-Chairs:**

- The Co-Chairs made changes to the attendance policy to reflect the new number of meetings. Drafts were distributed. After review and discussion,

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the Steering Committee supported revisions to allow 5 absences from Council or committee before a member would be removed from the Council. The recommendation will be sent to the Council for approval.

- The CDC Cooperative Agreement application was discussed. At the June 27 meeting there will be a review of priorities for the application, by the Steering Committee. On July 11, at the Council meeting a draft of the agreement will be discussed and on August 8 the Council will vote on concurrence.

**7. Steering Committee Parking Lot:**

- Response to HIV/STD rates (to be discussed at June 27 meeting.)
- Discussion of the Barcelona Meeting: On June 20, 11:00 – 1:00 at 25 Van Ness, presenters at the International AIDS Conference will be presenting their abstracts to the AIDS Office. HPPC members are invited.
- The council voted to express its support of HIV testing week, by writing a letter of support.

**8. Closing and Evaluation:** Meeting adjourned at 5:00 pm.

*Minutes recorded by Stacy Gratton. Reviewed by Tracey Packer.*

Draft HIV Prevention Planning Council (HPPC)

Steering Committee

June 27, 2002

3:00 – 5:00 PM

Members Present: Jenn Kaufman, Thomas Knobler, Edd Lee, Israel Nieves-Rivera, Gwen Smith, Gayle Burns, Robert Gomez, Tae-Wol Stanley

Guest: Charles Klein (AO)

Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Eileen Loughran (AO), Stacy Gratton (Minute-Taker)

1. Group Facilitation Training
  - The first hour of the meeting was devoted to Kevin Roe leading the group through facilitation training.
2. Welcome and Announcements
  - Edd Lee announced that he will be leaving the council because he is moving to New York City in July to accept a position in New York as the Director of Education and Outreach for the AIDS Vaccine Advocacy Coalition (AVAC).
3. Meeting minutes for 4/25/02 and 5/23/02 were approved by consensus.
4. Public Comment:
  - None
5. Committee Reports
  - Research committee received a binder, compiled by HPS staff, containing a research inventory for the AIDS Office/STD Control as well as from CAPS. This committee has decided to focus on three groups within the community to do special research on. Possible groups to focus, but have not yet been set in stone are a) Native

American population, b) Poppers and other non-injection drug use (with MSMs) , and c) Latina/o Youth.

[

- The Community Liaison Committee held their June 13<sup>th</sup> committee meeting in the Bayview at the South East Health Center. The committee is planning a fieldtrip to Treasure Island on August 8<sup>th</sup> to learn about services and HIV issues. The committee is also working on the planning & coordination of the September 12<sup>th</sup> HPPC meeting which will be held in Bayview/Hunters Point.
- Membership is looking to add 7 to 10 new members to the council. Gaps in membership are, HIV+ African American and Latino individuals, including women, youth, and Transgender individuals. Membership has approved sending a letter to Amber Grey notifying her that she will be asked to resign from the council due to lack of attendance/participation.
- Population Assessment/Trend Analysis received 26 completed surveys from service providers in the community. Based on comments made in the surveys, PA/TA will present 2 possible action steps to the council at its July 11 meeting. One possible recommendation to the council may be shifting away from the idea of HIV prevention to an idea of general health and wellbeing.
- Steven, on behalf of the Co-Chairs, reported that state and federal funding cuts will not be as bad as previously imagined. The co-chairs also reported that it is considering conducting "Systems Capacity Assessments by Neighborhood (SCANS) SCANS would provide a comparison of HIV Prevention services in 2 different neighborhoods (Tenderloin and Bay View/Hunters Point) in San Francisco to determine how well services are coordinated.

## 6. Cooperative Agreement

- Charles Klein made a presentation on priority objectives in the co-operative agreement for 2003. The presentation included a discussion of funding from the CDC, and different priorities for doing outreach and prevention such as the promotion of integration of HIV prevention services. This committee set priorities for objectives. All HPPC members will have until July 25<sup>th</sup> to review the cooperative agreement, and to provide feedback directly to Charles. At the July 25 Steering Committee, the final discussion will take place.

## 7. Steering Committee Parking Lot

- It was said that there will be a report back from the XIV International AIDS Update in Barcelona on Tuesday July 30 at the LGBT Community Center, 1800 Market Street from 6 - 9 pm

8. Closure and Evaluation





# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

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Thursday, June 27, 2002

3:00-5:00 PM

25 Van Ness Ave, 330A

San Francisco

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### Agenda

- |  |              |
|--|--------------|
| 1. Welcome and Announcements                         | 3:00—3:05 PM |
| 2. Group Facilitation Training                       | 3:05—4:00 PM |
| 3. Approval of Minutes 4/25/02 and 5/23/02 (vote)    | 4:00—4:05 PM |
| 4. Public Comment                                    | 4:05—4:15 PM |
| 5. Committee Reports (possible Vote)                 | 4:15—4:25 PM |
| • Current Update                                     |              |
| • Follow Up  |              |
| • Coordination                                       |              |
| 6. Report from Co-Chairs:                            | 4:25—4:35 PM |
| 7. Cooperative Agreement Priorities (Vote)           | 4:35—4:55 PM |
| 8. Steering Committee Parking Lot:                   |              |
| • Response to HIV/STD rates-vote to support letter   |              |
| • Report back from Barcelona-schedule                |              |
| • Motion to support National HIV Testing Week (vote) |              |
| 9. Closure and Evaluation                            | 4:55—5:00 PM |

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Draft HIV Prevention Planning Council (HPPC)

Steering Committee

June 27, 2002

3:00 – 5:00 PM

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Members Present: Jenn Kaufman, Thomas Knoble, Edd Lee, Israel Nieves-Rivera, Gwen Smith, Gayle Burns, Robert Gomez, Tae-Wol Stanley

Guest: Charles Klein (AO)

Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Eileen Loughran (AO), Stacy Gratton (Minute-Taker)

1. Group Facilitation Training

- The first hour of the meeting was devoted to Kevin Roe leading the group through facilitation training.

2. Welcome and Announcements

- Edd Lee announced that he will be leaving the council because he is moving to New York City in July to accept a position in New York as the Director of Education and Outreach for the AIDS Vaccine Advocacy Coalition (AVAC).

3. Meeting minutes for 4/25/02 and 5/23/02 were approved by consensus.

4. Public Comment:

- None

5. Committee Reports

- Research committee received a binder, compiled by HPS staff, containing a research inventory for the AIDS Office/STD Control as well as from CAPS. This committee has decided to focus on three groups within the community to do special research on. Possible groups to focus, but have not yet been set in stone are a) Native

American population, b) Poppers and other non-injection drug use (with MSMs) , and c) Latina/o Youth.

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- The Community Liaison Committee held their June 13<sup>th</sup> committee meeting in the Bayview at the South East Health Center. The committee is planning a fieldtrip to Treasure Island on August 8<sup>th</sup> to learn about services and HIV issues. The committee is also working on the planning & coordination of the September 12<sup>th</sup> HPPC meeting which will be held in Bayview/Hunters Point.
- Membership is looking to add 7 to 10 new members to the council. Gaps in membership are, HIV+ African American and Latino individuals, including women, youth, and Transgender individuals. Membership has approved sending a letter to Amber Grey notifying her that she will be asked to resign from the council due to lack of attendance/participation.
- Population Assessment/Trend Analysis received 26 completed surveys from service providers in the community. Based on comments made in the surveys, PA/TA will present 2 possible action steps to the council at its July 11 meeting. One possible recommendation to the council may be shifting away from the idea of HIV prevention to an idea of general health and wellbeing.
- Steven, on behalf of the Co-Chairs, reported that state and federal funding cuts will not be as bad as previously imagined. The co-chairs also reported that it is considering conducting "Systems Capacity Assessments by Neighborhood (SCANS) SCANS would provide a comparison of HIV Prevention services in 2 different neighborhoods (Tenderloin and Bay View/Hunters Point) in San Francisco to determine how well services are coordinated.

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- Charles Klein made a presentation on priority objectives in the co-operative agreement for 2003. The presentation included a discussion of funding from the CDC, and different priorities for doing outreach and prevention such as the promotion of integration of HIV prevention services. This committee set priorities for objectives. All HPPC members will have until July 25<sup>th</sup> to review the cooperative agreement, and to provide feedback directly to Charles. At the July 25 Steering Committee, the final discussion will take place.

## 7. Steering Committee Parking Lot

- It was said that there will be a report back from the XIV International AIDS Update in Barcelona on Tuesday July 30 at the LGBT Community Center, 1800 Market Street from 6 - 9 pm

8. Closure and Evaluation





## HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

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Thursday, July 25, 2002

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3:00-5:00 PM

25 Van Ness Ave, 330A, San Francisco

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1. Welcome and Announcements 3:00-3:05 PM
2. Approval of Minutes 6/27/02 (vote) 3:05-3:10 PM
3. Public Comment 3:10-3:20 PM
4. Committee Reports/Attendance Rpt (*possible vote*) 3:20-3:30 PM
  - Current Update
  - Follow Up
  - Coordination
5. Report from Co-Chairs 3:30-3:45 PM
  - Supplemental Funding Proposal
  - August 8 Agenda
  - USCA-Drawing for Attendance
6. Cooperative Agreement Priorities (*possible vote*) 3:45-4:05 PM
7. Debrief July 11 Council Meeting 4:05-4:25 PM
8. Presentation of Epi Chapter/Dissemination Plan 4:25-4:40 PM
9. Discuss State Ballot Initiative 4:40-4:55 PM  
re: Data Collection on Ethnicity
10. Closure and Evaluation 4:55-5:00 PM

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HIV Prevention Planning Council (HPPC)

**Steering Committee**

July 25, 2002

3:00 – 5:00 PM

Minutes

Members Present: Marcel Miranda, Thomas Knoble, Gwen Smith, Gayle Burns, Tae-Wol Stanley, Steven Tierney, Armel Crocker, Israel Nieves-Rivera.

Guest: Charles Klein (DPH-AO)

Professional Staff: Tracey Packer (AO), Lisa Reyes (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements: Steven welcomed everyone and asked them to introduce themselves.
2. Approval of Minutes 6/27/02
  - Minutes approved by consensus.
3. Public Comment
  - No public comment.
4. Committee Reports
  - Trend Analysis/Population Assessment
    - a. Due to Jenn Kaufman leaving the committee and Council to attend graduate school, Thomas Knoble has been asked to be acting co-chair with Armel Crocker.
    - b. TA/PA voted to do a needs assessment of the South West Asian/North African (SWANA) community and heterosexually identified MSM with emphasis on African Americans and Latinos. This will be presented to the HPPC for a vote August 8.
    - c. TA/PA will recommend to the HPPC in November that the DPH provide a bi-annual HIV/STD report from the DPH at HPPC meetings. These presentations would allow for discussion and HIV prevention recommendations. This request was voted on and approved by the Steering Committee.
  - Community Liaison

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- a. The committee has up-coming meetings, including a field trip to Treasure Island and the full Council meeting in the Bayview, September 12, to get a better idea of the needs in those communities.
- Research Committee
  - a. The last meeting was cancelled. Aaron Cohen has applied to be a community member to this committee. This was voted on and approved by Steering committee.
- Membership Committee
  - a. The Diversity training has been scheduled for September 26, with facilitation by Todos Institute.
  - b. Membership would like a clearer understanding of the HPPC guidelines regarding excused absences from committee meetings. Tracey passed around the attendance rules for the council which the Council amended July 11 to state that an absence is excused if it is due to work related to HIV. The Steering Committee made the decision to defer this issue to the Co-Chairs, for a definition of HIV work.
  - c. A drive is on to recruit new members to the council. As of today, 3 applicants have been interviewed with more to be scheduled for August. New members will start their provisional period in November and their official term in January 2003. Orientation will be held in October 2002.

## 5. Report from Co-Chairs

- San Francisco is applying for CDC supplemental funding for HIV prevention. A group of the HPPC met to determine the following priorities:

To conduct Systems Capacity Assessments (SCAN) in two neighborhoods, the Bayview Hunter's Point and Tenderloin.

To conduct a rapid assessment process (RAP) with the Native American two spirit community.

To provide individual level HIV prevention counseling services for gay men who use methamphetamines.

To develop a social marketing campaign targeting gay men and transgendered individuals that educates about the advances in condom technology, promotes condom use, and makes condoms available.

To develop health communications/public information campaign targeting HIV negative and positive gay men over 40, linking them to appropriate HIV prevention programs.

To develop and analysis of a needs assessment to plan for capacity building needs, in collaboration with the HIV Prevention Section, the HIV Prevention Planning Council, and the HIV Health Services Planning Council.

- The committee voted on and approved this proposal.
- According to the August 8 agenda, the committee will discuss the Cooperative Agreement from 4:30 – 5:00. This has been changed to 4:30 – 5:30 instead, to include the election of the Community Co-Chair, the report from the TA/PA committee, and a drawing for sending two HPPC members to the US Conference on AIDS.

#### 6. Cooperative Agreement Priorities

- Charles Klein made a presentation on the Cooperative Agreement application. He asked for final comments from the HPPC. On Monday the 29<sup>th</sup> he will finalize the narrative; council member should give him their feedback prior to that.

#### 7. Debrief July 11 Council Meeting

- There was a discussion of using the process evaluation dialogue boxes to comment effectively on group dynamics.
- Due to the large amount of information that is covered at each council meeting, some committee members felt that meetings should take place each month, instead of every other month. Kevin offered to include a special survey at the next meeting to ask council members their opinions about frequency of meetings. At the next Steering Committee meeting, the committee will review the results and forward a motion to the HPPC about the meeting schedule.

#### 8. Presentation of Epi Chapter/Dissemination Plan

- Dara led a presentation on the epidemiological profile of San Francisco for the year 2001. She distributed the chapter for review and approval at the next Steering Committee meeting.

9. Discuss State Ballot Initiative re: Data collection on Ethnicity

- Ward Connerly has introduced the "Racial Privacy Initiative" slated for the California ballot in November 2002. This initiative would "prohibit state and local governments, public universities and school districts from collecting or using information about race, ethnicity, color or national origin." The Steering Committee referred this issue to the Co-Chairs to write a public letter describing the importance of data on ethnicity for proper public health planning.

10. Closure and Evaluation

- The meeting was adjourned at 5:00pm.

**HIV Prevention Planning Council  
Steering Committee**

**Thursday, August 22, 2002  
3:00-5:00 PM  
25 Van Ness Avenue, Room 330A  
San Francisco**

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**Agenda**

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Approval of Minutes 7/25/02   | 3:05 – 3:10 PM |
| 3. Public Comment  | 3:10 – 3:20 PM |
| 4. Committee Reports/Review September agenda ( <i>vote</i> )               | 3:20 – 3:50 PM |
| • current update   |                |
| • follow up  |                |
| • coordination   |                |
| 5. Report from Co-Chairs/Debrief August 8 Meeting ( <i>possible vote</i> ) | 3:50 – 4:10 PM |
| 6. Review and Approve Epi Chapter Revisions ( <i>vote</i> )                | 4:10 – 4:25 PM |
| • identify dissemination plan  |                |
| 7. Discuss Council Meeting Frequency ( <i>vote</i> )                       | 4:25 – 4:40 PM |
| 8. Update on Current DPH/HPS Issues ( <i>possible vote</i> )               | 4:40 – 4:50 PM |
| 9. Closure and Evaluation  | 4:50 – 5:00 PM |

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Draft HIV Prevention Planning Council (HPPC)

Steering Committee

August 22, 2002

3:00 – 5:00 PM

Members Present: Marcel Miranda, Thomas Knoble, Gwen Smith, Gayle Burns, Hank Wilson, Steven Tierney, Armel Crocker, Erick Brown, Israel Nieves-Rivera

Professional Staff: Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements

- Gwen Smith announced the 3<sup>rd</sup> annual Bayview Hunter's Point HIV and Hepatitis Health Education forum on August 28 at the Bayview Opera House.
- Steven invited Steering Committee members to attend the California Community Planning Group meeting, on Aug 27<sup>th</sup>-28<sup>th</sup> at Crown Plaza-Union Square.

2. Approval of Minutes 7/25/02

- Minutes approved by consensus.

3. Public Comment

- No public comment

4. Committee Reports/Review September Agenda

- Membership
  - a. To date 8 to 10 applicants have been interviewed for the council so far. The Membership Committee will select members at their Sept. 5<sup>th</sup> meeting.
  - b. The upcoming Diversity training is set for September 26, and will be held at Bill Graham Civic Auditorium. Most council members have

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reported that they will be attending. Catering for the training will be provided by Stir Catering.

- Trend Analysis/Population Assessment
  - a. The committee has not met since the last Steering Committee meeting. TA/PA is set to meet next on September 5.
  - b. This committee did mention that they would like to invite the SWANA group to their next meeting.
- Community Liaison
  - a. The committee met once in the last month. They toured Treasure Island and discussed the HIV prevention needs of the community.
  - b. The committee has been working on planning and organizing the September 12<sup>th</sup> HPPC meeting. This meeting will be held in the Bayview and will feature a panel discussion with representatives from agencies that serve this community. The meeting will be held at the Bayview Opera house, and food will be from a neighborhood restaurant.
- Research Committee
  - a. The committee has been asked by Mike Pendo to host a public forum for the release of the Party & Play study's Community Report. This motion was supported by the Steering Committee.
  - b. This committee has decided to narrow their scope of work and focus on gaps in research in two specific populations. They will be looking at these two areas:
    - Poppers and other non-injection drug use (with MSM)
    - Latina/o Youth
  - c. The next meeting is scheduled for Monday September 9<sup>th</sup>, from 4:30 - 6:00 PM.

## 5. Review September Agenda

- Agenda reviewed and approved
- The group noted the "Informal Networking" time on the agenda. It was discussed that it is our responsibility to ensure that members and guests are aware of this additional time for discussion and networking.

## 6. Co-chair Report

- Israel was welcomed aboard as a new HPPC Community Co-chair.
- A brief discussion was held on meeting dynamics, including facilitation and sharing co-chair roles, sticking closer to the agenda, and ensuring that all members participate in discussions.
- The committee is looking at the directions that the HPPC Council should be moving into in the future such as next year. It was decided that the co-chairs would focus on larger issues whereas the Steering Committee will have a focus on the smaller, day to day concerns of the council.
- Co-chairs also discussed how to better support all the co-chairs of the committees.

#### 7. Review and Approve Epidemiologic profile

- Dara Coan led a discussion on Chapter 3: Epidemiologic Profile of the Addendum to the 2001 San Francisco HIV Prevention Plan. She said that she would like all feedback on the chapter by October so that in November all of the changes will have been made. Dara was interested in getting approval of the structure of the chapter.
- Hank Wilson brought up adding a chapter on “Emerging Questions” to look into gaps in studies. After discussion, it was decided that the new chapter would be called “Gap Analysis” and the committee approved it.

#### 8. Discuss Council Meeting Frequency

- Most members of the council reported through the process evaluation survey that they would like to meet once a month for two hours rather than every other month. Steven Tierney suggested that the meetings be once a month for 3 hours and have committee reports every other month. Israel Nieves-Rivera suggested simply being more productive during the meeting.
- The committee voted on and approved a resolution that starting in January, 2003, the HPPC will meet once a month for 3 hours.

#### 9. Update on Current DPH/HPS Issues

- Steering Committee discussed the charges that STOP AIDS Project's work was obscene as well as the federal auditing of HIV organizations. Israel suggested that the council write a letter of support to STOP AIDS Project and release it to the newspapers. The council approved

drafting a letter of support for STOP AIDS Project and the work it was doing.

- There was a conversation on having meetings between youth and youth advocates to discuss how to best put the message of HIV prevention across to youth and doing focus groups for youth. Steven is organizing and facilitating these meetings.
- Steven clarified the issue regarding the Wedge program and funding.
- The Mission Homeless Resource Center has recently opened. They operate with a client-centered perspective and they have invited council members to come tour the facility, which is located on Capp Street, between 16<sup>th</sup> and 17<sup>th</sup>.

10. Closure and Evaluation

- The meeting concluded at 5:00 PM

**HIV Prevention Planning Council  
Steering Committee**

**Thursday, October 24, 2002  
3:00-5:00 PM  
25 Van Ness Avenue, Room 330A  
San Francisco**

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- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Approval of Minutes 8/22/02 (vote)  | 3:05 – 3:10 PM |
| 3. Public Comment  | 3:10 – 3:20 PM |
| 4. Committee Reports (possible vote) <ul style="list-style-type: none"><li>• current update</li><li>• follow up</li><li>• coordination</li></ul> | 3:20 – 3:35 PM |
| 5. Report from Co-Chairs/Debrief Sept. Meeting/Diversity Training/Consider UCHAPS Representation (vote)  | 3:35 – 3:50 PM |
| 6. Review and Approve November 14 Agenda (vote)  | 3:50 – 4:00 PM |
| 7. Follow Up Issues: <ul style="list-style-type: none"><li>-Data requests from 9/12 Meeting</li><li>-CLC Follow Up Plans (vote)</li></ul>        | 4:00 – 4:10 PM |
| 8. Discuss Priorities for 2003 HPPC Work (vote)  | 4:10 – 4:40 PM |
| 9. Update on Current DPH/HPS Issues (possible vote)  | 4:40 – 4:50 PM |
| 10. Set November Steering Committee Meeting (vote)   | 4:50 – 4:55 PM |
| 11. Closure and Evaluation   | 4:55 – 5:00 PM |

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HIV Prevention Planning Council (HPPC)

Steering Committee

October 24, 2002

3:00 – 5:00 PM

Minutes

Members Present: Thomas Knoble, Gwen Smith, Gayle Burns, Steven Tierney, Erick Brown, Israel Nieves-Rivera, Tae-Wol Stanley, Chata

Professional Support Staff: Tracey Packer (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Stacy Gratton (Minute-Taker), Kevin Roe (CHSG)

1. Welcome and Announcements

- Steven Tierney chaired the meeting.
- Israel announced that there will be a candlelight vigil in honor of Gwen Araujo, the transgendered teenager that was murdered last week in the East Bay. The vigil starts at 6PM Friday, October 25 in front of the LGBT Center.

2. Approval of Minutes 8/22/02

- Minutes approved by consensus.

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3. Public Comment

- No public comments were made.

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4. Committee Reports:

- Community Liaison- Erick reported that their last meeting in the Tenderloin went well and was very rewarding. Follow-up plans will be presented on issues raised from the Bayview and Tenderloin meetings.
- TA/PA-The committee continued the discussion of priorities for needs assessment. The committee came up with three potential populations for the needs assessment. TA/PA also reports that it is outlining the entire evaluation process for qualifying for a needs assessment.
- Membership- Gayle reported that the committee will be having a luncheon orientation for the new council members on November 7. It

was reported that at the most recent Membership meeting everyone in attendance participated in an activity from the Diversity Training. Members felt that by saying something personal about themselves, people get to know each other better. They recommend this type of activity at full Council meetings. The Membership committee is also considering having the next diversity training in March or April of 2003.

- Research-The committee is collaborating with Mike Pendo to host a community forum to present the results of the 'Party and Play' study. A date has not yet been set for this community forum. The committee is also working in sub-groups to review research and make recommendations to the full council.
- Epidemiologic Profile Chapter- Dara reports that she is working on the chapter, she hopes to have it ready for people to review two weeks before the next Steering Committee meeting. The chapter will include information on HIV indicators such as STD rates.

#### 5. Report From Co-Chairs/ Debrief September meeting/ Diversity Training

- On Monday and Tuesday of next week, October 28 and 29, there will be an action forum on health promotion in the gay community. The forum is part of the Bristol-Myers Squibb research grant and will consist of 50 health providers and others.
- 
- October 28-30, the State Office of AIDS is holding a community planning Co-Chairs Summit. Co-Chairs and one staff person from each health jurisdiction are invited to attend.
- There will be a meeting on HIV in the African American community and the issues surrounding it, the meeting is part of an upcoming HIV summit.
- The CDC is reviewing the requirements for client level data collection. CDC guidance will be released in June of 2003. It is hoped that the guidance is in line with the ELI system, developed by the State OA to meet the first set of CDC requirements.
- There was a debriefing of the September 12 HPPC meeting and evaluations of the meeting were presented. A number of people commented that the room seemed empty, that not enough council members came to the meeting.
- The evaluation results of September's Diversity Training were presented. A suggestion was made that instead of having a diversity

training, the focus should be on "cross cultural communication" training instead.

- UCHAPS Representation: The Co-Chairs propose that Gwen Smith be elected to be the second community representative from San Francisco to UCHAPS (Michael Discepola is the other), and Israel as a alternate rep. The Steering Committee agreed to this proposal. Steven Tierney and Lisa Reyes are the government representatives, with Tracey as alternate. Update: Michael Discepola resigned as Co-Chair to UCHAPS, but will remain on the UCHAPS Steering Committee.

- The Steering Committee supported the proposal with consensus.

6. Review and Approve November 14 Agenda (*vote*)

- The agenda for the November 14 Council meeting was presented and Tracey discussed what topics will be covered at the meeting. After discussion, the agenda was voted on and approved.

7. Follow Up Issues: Data request from 9/12 meeting/ CLC Follow Up Plans

- During the September 12 Council meeting someone asked how many people in the Bayview neighborhood are being tested for HIV each month. Data from Southeast Health Center indicate that between 30 to 40 people are tested each month. A sheet showing statistical data of people who test in other neighborhoods, but report a Bayview zipcode, was also passed around. Tracey said that she would be sending people more information on this in writing.

8. Discuss Priorities for 2003 HPPC Work (*vote*)

- The Steering Committee discussed various topics that the council will need to work on in 2003 and the committees that will handle them. The Research Committee will develop a response to SCANs and report on impact of data in HIV reports. The Membership Committee will focus on bringing youth into the council. Community Liaison will also continue on in 2003.
- In addition to the above listed committees, one or two new committees will be created for 2003. The new committees will work on issues such as cost effectiveness of interventions, program effectiveness, gaps in service and epidemiologic data, development of a new plan, and a longitudinal study of HPPC effectiveness and success.

9. Update on Current DPH/HPS Issues (*possible vote*)

- This agenda item will be postponed until a future meeting.

10. Set November Steering Committee Meeting

- The next Steering committee meeting is scheduled for November 21 from 3-5PM.

11. Closure and Evaluation

- The meeting concluded at 5PM. Completed evaluation forms were returned.

**HIV Prevention Planning Council  
Steering Committee**

**Thursday, November 21, 2002  
3:00-5:00 PM  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco**

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**Agenda**

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Approval of Minutes 10/24/02 (vote)   | 3:05 – 3:10 PM |
| 3. Public Comment  | 3:10 – 3:20 PM |
| 4. Committee Reports (possible vote) <ul style="list-style-type: none"><li>• current update</li><li>• follow up</li><li>• coordination</li></ul> | 3:20 – 3:35 PM |
| 5. Report from Co-Chairs/Debrief November Meeting  | 3:35 – 3:45 PM |
| 6. Follow Up Issues  | 3:45 – 4:00 PM |
| 7. Discuss Priorities for 2003 HPPC Work (vote)  | 4:00 – 4:40 PM |
| 8. Update on Current DPH/HPS Issues (possible vote)  | 4:40 – 4:50 PM |
| 9. Set December Steering Committee Meeting (vote)  | 4:50 – 4:55 PM |
| 10. Closure and Evaluation   | 4:55 – 5:00 PM |

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# HIV Prevention Planning Council (HPPC)

## Steering Committee Minutes

November 21, 2002  
3:00 – 5:00 PM

Members Present: Thomas Knoble, Gwen Smith, Gayle Burns, Israel Nieves-Rivera, Tae-Wol Stanley, Kevin Roe, Chata, Marcel Miranda

HIV Prevention Staff: Tracey Packer, Eileen Loughran, Lisa Reyes  
Planning Support Staff: Dara Coan (Harder + Co.), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements:
  - Israel Nieves-Rivera chaired the meeting.
  - Tracey announced that there will be training on Robert's Rules at the HIV Health Services Planning Council on Monday November 25 at 6 PM in Room 201 City Hall. All HPPC members have been invited.
2. Approval of Minutes 10/24/02 (*vote*)
  - Minutes voted on and approved.
3. Public Comment-None.
4. Committee Reports
  - Community Liaison- Marcel reports that the committee will be wrapping up its work in December. There will be reports on meetings in the Bayview, the Tenderloin, and the visit to Treasure Island. The next Council meeting hosted by the Community Liaison Committee will have a focus on youth issues.
  - TA/PA- a decision was made to recommend doing a needs assessment study on recently sero-converted gay identified MSM. This was approved by the HPPC 11/14.
  - Membership- Gayle reports that Membership has been discussing ideas for the next diversity training such as making it pot luck instead of being catered. Membership is also thinking of having the facilitator attend a Council meeting prior to the diversity training to better understand the Council dynamics.

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- Israel felt that there should be more of a focus on better cross-cultural communication at the next training such as removing cultural barriers to communication. Tae-Wol committed that at each Council meeting there should be a brief topic to discuss as part of a team building exercise. The committee members voted on and approved making it standard practice to have an “ice breaker” question for the Council to discuss at the start of each meeting. Membership will create the topic questions and pass them on to the Steering Committee for approval in advance.
  - Members discussed recent incidents in which cross cultural communication played a part. There was a lot of interest in continuing the discussion, education, and training around these issues at the Council level.
  - Research- Israel stated that the committee has not met recently.
5. Report from Co-Chairs/Debrief November meeting
- Israel discussed some ideas co-chairs had for upcoming meetings.
  - Israel stated that the CDC will be in town on December 9, 10, and 11 to work on HIV prevention policies for people of color. They will be meeting at the Hyatt Hotel on Fisherman's Wharf. He will e-mail Betty Chan Lew with the details for members.
6. Follow Up Issues
- Tracey mentioned that in response to a question at the last Council meeting about the counseling and testing data included in the Co-Chairs report, data from Forensics AIDS Project is included.
  - An additional question was asked, about whether more anonymous and confidential tests are done in San Francisco. There are more confidential tests done in San Francisco.
7. Review and Approve Updated Epidemiologic Profile Chapter *(vote)*
- Dara distributed copies of the Epidemiologic Profile Chapter that she had e-mailed two weeks ago as well as a sheet that list the changes that were made to it. The committee discussed the ethnic breakdowns listed in the chapter as well as epidemiologic information. Members recommended that in counseling and testing data that raw numbers as well as percentages be included for clarity.
  - The committee had to make a decision as to which map to put on the cover. After debate, the committee approved using the map that shows the cumulative AIDS cases through 9/02 in San Francisco for the cover.

The committee then voted on and approved the chapter as a whole by consensus.

8. Discuss Priorities for 2003 HPPC Work (*vote*)
  - This item will be moved to December 19 meeting. However, it was discussed that the HPPC should be represented on the Transgender Advisory Group.
9. Update on Current DPH/HPS Issues (*possible vote*)
  - This item will be moved to December 19 meeting.
10. Set December Steering Committee Meeting (*vote*)
  - The next Steering Committee meeting will be held December 19 from 3:00-5:00 PM.
11. Closure and Evaluation
  - Completed evaluation forms were returned and the meeting concluded at 5:00 PM.



**HIV Prevention Planning Council  
Steering Committee**

**Thursday, December 19, 2002  
3:00-5:00 PM  
25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room  
San Francisco**

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**Agenda**

- |   |                |
|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Approval of Minutes 11/21/02 (vote)                                  | 3:05 – 3:10 PM |
| 3. Public Comment   | 3:10 – 3:20 PM |
| 4. Update on Vaccines (Edd Lee & Jen Sarche)                            | 3:20 – 3:30 PM |
| 5. Committee Reports (possible vote)                                    | 3:30 – 3:40 PM |
| • current update  |                |
| • follow up   |                |
| • coordination  |                |
| 6. Report from Co-Chairs  | 3:40 – 3:50 PM |
| 7. Update on Current DPH/HPS Issues (possible vote)                     | 3:50 – 4:00 PM |
| 8. Discuss Priorities for 2003 HPPC Work (vote)                         | 4:00 – 4:30 PM |
| 9. Follow Up Issues   | 4:30 – 4:40 PM |
| 10. Discuss Representation at January Steering Committee Meeting (vote) | 4:40 – 4:50 PM |
| 11. Closure and Evaluation  | 4:50 – 5:00 PM |

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HIV Prevention Planning Council (HPPC)

Steering Committee

December 19, 2002

3:00 – 5:00 PM

Members Present: Steven Tierney, Gwen Smith, Israel Nieves-Rivera, Tae-Wol Stanley, Chata Ashley, Erick Brown, Steven Gibson

Guests: Edd Lee (AIDS Vaccine Advocacy Council), Jenn Sarche (AO-Research Branch), Brad Hume (HIV Health Services Planning Council)

Staff: Tracey Packer (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Lisa Reyes (AO), Kevin Roe (Community Health Studies Group), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Israel Nieves-Rivera chaired the meeting.
2. Update on Vaccines
  - Edd Lee and Jenn Sarche came to present to the Steering Committee so it is well-informed about the latest vaccine trials and results. The results of VAXGEN, the latest AIDS vaccine trial, will be released in Spring and it is important that community planning members and prevention providers can offer information to community members who have questions and concerns. They would like to present to the HPPC in early 2003. Edd would also like HPPC to consider vaccine provision as an unmet need.
3. Approval of Minutes 11/21/02 (*vote*)
  - The minutes from 11/21/02 meeting were voted on and approved by consensus by the committee.
4. Public Comment
  - There was no public comment.

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5. Committee Reports (*possible vote*)

- Membership: On Tuesday there was a brown bag lunch training on the HPPC priority setting model. Membership Committee is starting to work on organizing the next diversity training. The training, which is being planned for March, will have a focus on cross-cultural communication.
- TA/PA: TAPA has concluded its work for this year. The members of TA/PA discussed how follow up work to its 2002 accomplishments will continue in 2003. They recommend a committee that could evaluate and update the Plan, which could orchestrate the two semi-annual assessments of the epidemic.
- Research: The committee has been reviewing data on Latino youth and non-IDU substance use among gay men. Their conclusions are expected in January. They will also complete a "research manifesto."
- Community Liaison: In January 2003 the committee will present a summary of their community meetings to the Council.

6. Report from Co-Chairs

- Steven Tierney reports that at this time the federal government still has not approved a budget for 2003. This will require CDC to fund San Francisco in quarterly increments.

7. Update on Current DPH/HPS Issues (*possible vote*)

- Steven talked about the Minority AIDS Initiative and that state budget cuts may affect the Health Department, HIV Prevention budget.

8. Discuss Priorities for 2003 HPPC Work (*vote*)

- The committee went around the table and came up with a list of possible priorities for the Council to work on in 2003. Steering Committee members also discussed which new or existing committee would handle each priority.
- The following table summarizes the discussion:



<u>HPPC/Steering/Co-Chairs</u> <ul style="list-style-type: none"> <li>▪ CARE Council connections (5)</li> <li>▪ Prevention defense → how do we protect our prevention efforts (17)</li> <li>▪ Transgender awareness (19)</li> <li>▪ Prevention in clinical setting with providers (20)</li> <li>▪ Vaccine (21)</li> </ul>	<u>AIDS Office</u> <ul style="list-style-type: none"> <li>▪ HIV reporting impacts on prevention (also rapid testing) (1)</li> <li>▪ Analyze the funding amount vs prevention outcome (8)</li> <li>▪ Let's see the results, if any, of the funding we provided (15)</li> <li>▪ Prevention website (23)</li> </ul>
<u>Community Liaison Committee</u> <ul style="list-style-type: none"> <li>▪ Youth (2)</li> <li>▪ New neighborhoods (9)</li> <li>▪ Program relevance → do the people want what we have been giving them? (18)</li> <li>▪ SCANs (27)</li> </ul>	<u>Membership Committee</u> <ul style="list-style-type: none"> <li>▪</li> </ul>
<u>The Plan Committee</u> <ul style="list-style-type: none"> <li>▪ HIV prevention vision (multi year) (3)</li> <li>▪ Plan for 2003-2004 funding (4)</li> <li>▪ BRPs (do they work?) (6)</li> <li>▪ Visit the new plan (7)</li> <li>▪ Look at structural and environmental HIV prevention efforts (14)</li> <li>▪ Multi year planning (22)</li> <li>▪ Health promotion vs. disease prevention (26) <ul style="list-style-type: none"> <li>▪ semiannual presentations</li> </ul> </li> <li>▪ Look at drug use and IDU and HIV risk what needs to be done differently? (10)</li> <li>▪ Crack use (24)</li> </ul>	<u>Committee #4 (?)</u> <ul style="list-style-type: none"> <li>▪ Gaps in research, data gathering, etc. (11)</li> <li>▪ How do we justify prevention with our increase incidence? Broaden our vision, efforts, long term approach (12)</li> <li>▪ Costs, where we spending our \$ lets define what cost means (13)</li> <li>▪ Cost effectiveness (16)</li> <li>▪ Prevention is as complicated as we make it (25)</li> </ul>
<u>Other</u> <ul style="list-style-type: none"> <li>▪ Look at drug use and IDU and HIV risk what needs to be done differently? (10)</li> <li>▪ Crack use (24)</li> </ul>	

9. Discuss Representation at January Steering Committee/Review January 9 Agenda:

- Tracey went over the agenda for the HPPC meeting on January 9 and the Steering Committee approved it. Lisa passed around the updated Parking Lot. Tracey reminded the Steering Committee that it had approved a motion to begin HPPC meetings in 2003 with an icebreaker question.

- Since the 2003 committees will not be operating in January, the Steering Committee decided to include the same representatives at the January meeting.

10. Closure and Evaluation

- Completed evaluation forms were returned and the meeting concluded at 5:00PM.

# HIV Prevention Planning Council Steering Committee

Thursday, January 23, 2003  
3:00-5:00 PM  
25 Van Ness Avenue  
5<sup>th</sup> Floor Conference Room  
San Francisco

## Agenda

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|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Approval of Minutes 12/19/02 (vote)  | 3:05 – 3:10 PM |
| 3. Public Comment   | 3:10 – 3:20 PM |
| 4. Report from Co-Chairs  | 3:20 – 3:30 PM |
| 5. Update on Current Federal (audit, UCHAPS), State and City DPH/HPS Issues (possible vote) | 3:30 – 3:40 PM |
| 6. Debrief 1/9/03 HPPC Meeting (possible vote)  | 3:40 – 3:55 PM |
| 7. 2003 Work Plan for HPPC  | 3:55 – 4:35 PM |
| > Council   |                |
| > Committees  |                |
| > Process Evaluation  |                |
| > Technical Support   |                |
| 8. Plan 02/13/03 HPPC agenda  | 4:35 – 4:50 PM |
| 9. Closure and Evaluation   | 4:50 – 5:00 PM |

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HIV Prevention Planning Council (HPPC)

Steering Committee

January 23, 2003

3:00 – 5:00 PM

Members Present: Gwen Smith, Gayle Burns, Steven Tierney, Erick Brown, Israel Nieves-Rivera, Tae-Wol Stanley, Chata, Hank Wilson

Guests: Abu Abdul-Quader (CDC), Tomas Rodriguez (CDC)

Technical Support: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Israel chaired the committee meeting.
2. Approval of Minutes 12/19/02
  - Minutes were reviewed and approved by consensus.
3. Public Comment
  - There was no one from the public present at the meeting.
4. Report from Co-chairs
  - Israel stated that the committees to be developed today should reflect the goals and objectives the council wants to achieve over the next year.
5. Update on Federal, State and City DPH/HPS Issues (*possible vote*)
  - Steven reported that the audit of STOP AIDS Project came back with "no findings," the organization was cleared of any wrongdoing. Several other organizations around the country are still being audited.

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- The State budget has reported a deficit for 2003-2004 and funding cuts for schools are proposed. There have been no direct cuts to San Francisco's HIV prevention funding.
  - The City is expecting level funding this year from the CDC.
  - The two guests from the CDC each gave a review of what is currently happening at their programs.
  - Gwen said that updates on UCHAPS will now be a standing item on the Steering Committee agenda. The Co-chair report will have a section for UCHAPS.
6. Debrief 1/9/03 HPPC meeting (*possible vote*)
- Kevin provided the process evaluation summary to all members.
  - Steering Committee members discussed ways to provide enough time to do all of the presentations listed on the HPPC meeting agenda without people being rushed.
  - Tracey said she and Chata had discussed the inclusion and exclusion of Native Americans in AIDS case data. They discussed having a presentation on HIV/AIDS in the Native American community from different programs in the Bay Area, including data from the RAP conducted by Native American AIDS Project.
7. 2003 Work Plan for HPPC
- The March meeting will be moved from 3/13 to 3/20.
  - A motion was made to make it a primary goal of the council to spend this year doing the work to have a new plan ready for March or April of 2004. This motion was voted on and approved by the Steering Committee.
  - Approval was also given to having five committees for 2003: Membership, Community Liaison, Plan Policies Committee, Plan Research Committee, and Steering Committee. Each committee will have a representative on the Steering Committee.
8. Plan 02/13/03 HPPC Agenda

- Steering discussed the agenda for the council meeting and the amount of time required to cover all of the topics listed. The agenda was reworked to manage time.
- Due to time constraints, it was decided that "Prevention with Positives Initiatives" would be drop from agenda. Edd Lee and Jen Sarche will be given 25 minutes to give their presentation on vaccine trials and then time for questions.

9. Meeting adjourned at 5:00 pm.





**HIV Prevention Planning Council  
Steering Committee**

**Thursday, February 27, 2003  
3:00-5:00 PM  
25 Van Ness Avenue  
5<sup>th</sup> Floor Conference Room  
San Francisco**

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**Agenda**

- |   |                |
|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Approval of Minutes 1/23/03 (vote)   | 3:05 – 3:10 PM |
| 3. Public Comment   | 3:10 – 3:20 PM |
| 4. Report from Co-Chairs/HIV Prevention   | 3:20 – 3:30 PM |
| 5. Update on Current Federal (UCHAPS), State and<br>City DPH/HPS Issues (possible vote)   | 3:30 – 3:40 PM |
| 6. Debrief 2/13/03 HPPC Meeting (possible vote)   | 3:40 – 3:55 PM |
| 7. 2003 Committee Reports/Review of Charge (vote)<br>(Includes:<br>Committee Composition,<br>Cross-Cultural Communication Training,<br>Approval of Community Member Applications) | 3:55 – 4:10 PM |
| 8. Consider Priorities for Needs Assessment (2002)  | 4:10 – 4:30 PM |
| 9. Review 03/20/03 HPPC Agenda  | 4:30 – 4:40 PM |
| 10. Determine Process Evaluation Methodology  | 4:40 – 4:50 PM |
| 11. Closure and Evaluation  | 4:50 – 5:00 PM |

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
February 27, 2003  
3:00 – 5:00 PM  
Minutes

Members Present: Gwen Smith, Gayle Burns, Steven Tierney, Erick Brown, Israel Nieves-Rivera, Tae-Wol Stanley, Chata, Frank Strona, Steve Gibson

Professional Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Members introduced themselves.
2. Approval of Minutes 1/23/03
  - Minutes were reviewed, voted on, and approved by members.
3. Public Comment: None
4. Report from Co-chairs:
  - Steven announced that Friday February 28 will be the first meeting of the Resource Issues Working Group. This group will work on financial concerns that may arise in the future. HPPC will have to prioritize its spending; Steven Tierney reviewed a list of approaches for managing these cuts.
  - Steven also noted that changes in policy have paved the way for rapid HIV testing; Glide Memorial will participate in the pilot of the service in San Francisco.
5. Update on Current Federal (UCHAPS), State and City DPH/HPS Issues
  - UCHAPS now has a web page; <http://www.aidsaction.org/uchaps/>
  - Israel announced that the CDC will start new contracts with directly funded agencies for the fiscal year in June instead of July. They are holding consultations later this year.

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6. Debrief 2/13/03 HPPC meeting (*possible vote*)

- Kevin reported that people liked having the CARE Council and the Prevention Planning Council meet at the same time; however, people felt that there should have been more interaction between the two committees.
- Chata felt that the agenda should have been more of a collaboration of the two committees. In order to facilitate more interaction between the two committees, Tae-Wol suggested that a topic for the next meeting be "prevention for positives".

7. 2003 Committee Reports/Review of Charges

- Both the Plan Policy Committee and the Plan Research Committee will be responsible for "critically looking at the HPPC priorities for prevention." Dara gave a description of both of the Plan Committees as well as what their responsibilities will be.
- Lisa reports that Membership Committee is looking at doing ongoing recruitment for new council members. In December the terms for several current members will end. Membership is also looking at doing brown bag lunch orientations/trainings for new members.
- Chata gave a discussion of Plan Policy Committee's first meeting; they brainstormed around the vision for HIV prevention and planned the timeline for the scope of work for the year.
- Erick talked about the HPPC meeting to be hosted by Community Liaison March 20 and their efforts to put together a panel and find a site to hold a community meeting. [Update: the meeting will be held at the Ark of Refuge.]
- Tracey reviewed the applications of one community member to Community Liaison Committee and two community members that are applying to join the Plan Policies Committee. Steering voted on and approved Wanetta Davis for Community Liaison and David Hook and Loris Mattox to Plan Policies.

8. Consider Priorities for Needs Assessment

- The Steering Committee needs to set a priority for needs assessment, due to the fact that the population prioritized by TAPA is being addressed by a CAPS researcher. Several potential populations were

presented by members of the committee such as recently sero-converted African American transgenders; sex workers; white males and the people of color that they have sex with; crack cocaine users; and incarcerated people.

- After a discussion, the Steering Committee decided to do a rapid assessment of sex workers. The Steering Committee asked that Plan Research finalize the scope of the needs assessment. This will be brought back to Steering for a vote on March 27.

#### 10. Determine Process Evaluation Methodology

- Kevin discussed possible ways to carry out the process evaluation. The group agreed to participate by "zoomerang" surveys. Next month Kevin will provide a short training on this.

#### 11. Closure and Evaluation

- The meeting closed at 5:00 PM.





# HIV Prevention Planning Council Steering Committee

Thursday, March 27, 2003  
3:00-5:00 PM  
25 Van Ness Avenue, 330B  
San Francisco

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## Agenda

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Approval of Minutes 2/27/03 (vote)  | 3:05 – 3:10 PM |
| 3. Public Comment  | 3:10 – 3:20 PM |
| 4. Report from Co-Chairs/HIV Prevention  | 3:20 – 3:30 PM |
| 5. Update on Current Federal (UCHAPS), State and<br>City DPH/HPS Issues (possible vote)      | 3:30 – 3:40 PM |
| 6. Debrief 3/20/03 HPPC Meeting (possible vote)  | 3:40 – 4:00 PM |
| 7. Report Back from CPLS   | 4:00 – 4:10 PM |
| 8. 2003 Committee Reports (vote)<br>(Includes:<br>Approval of Community Member Applications) | 4:10 – 4:30 PM |
| 9. Review 04/10/03 HPPC Agenda   | 4:30 – 4:40 PM |
| 10. Closure and Evaluation   | 4.50 – 5:00 PM |

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**HIV Prevention Planning Council (HPPC)  
Steering Committee**

March 27, 2003

3:00 – 5:00 PM

Minutes

Members Present: Gwen Smith, Gayle Burns, Steven Tierney, Israel Nieves-Rivera, Thomas Knoble, Aaron Cohen, Barbara Adler, Rebecca Rodriguez.

Members Absent: Tae-Wol Stanley

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kathleen Roe (CHSG), Stacy Gratton (Minute-Taker).

**1. Welcome and Announcements**

- Members introduced themselves.
- Lisa announced that the US Conference on AIDS is meeting in New Orleans in September; she announced that abstracts are due by 5:00 pm on April 7. Anyone interested in making a presentation should submit an abstract.

**2. Approval of Minutes 2/27/03**

- Minutes were reviewed, voted on, and approved by members.

**3. Public Comment: None.**

**4. Report from Co-chairs:**

- Co-chairs: Steven noted that the HPPC Co-Chairs had recommended changes in committee assignments of members. Although Gwen considered moving to Plan Policies, she will remain on the Membership Committee; Steven will float between committees on an as needed basis; and Mike Discepola's work with UCHAPS will be considered as serving on a committee.
- HIV Prevention: Steven announced that the state will be giving San Francisco an additional \$200,000 for HIV prevention due to a change in formula; he also discussed some severe city budget cuts that are

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also being proposed on for HIV prevention and education. A working group of HPPC members is developing a proposal for dealing with cuts.

- CDC: The CDC is currently holding a two day conference in San Francisco on STDs in California's gay sex clubs. The CDC will also be hosting a conference with the eight cities most heavily affected by the increase in syphilis.
- CDC is also visiting 4/1/03 San Francisco to assess evaluation capacity, as they are doing in 11 cities in the US.

#### **5. Update on Current Federal (UCHAPS), State and City DPH Issues**

- Lisa reports that Washington DC has joined UCHAPS, bringing the list to seven cities across the country. In Washington DC, the demographics of HIV are changing; the incidence of MSM contracting the disease is decreasing, while the number of injection drug users being diagnosed with HIV is on the increase.
- Steven said CDC is rewriting the guidance for community planning, program evaluation, and for the program announcement and that he would like to do a presentation on these in-depth at the next Steering Committee meeting.

#### **6. Debrief 3/20/03 HPPC meeting (*possible vote*)**

- At the meeting several representatives of the youth community were present to discuss their observations and concerns with HIV in their communities. Kathleen Roe reported that process evaluation data reported that members who had attended the meeting felt that it was wonderful getting the perspectives of the youth community. A motion was passed to draft a formal letter of thanks to the youth representatives. The letters will be sent to the youth representatives that had attended the meeting and the good evaluations to their supervisors at their agencies.
- The group talked about the importance of youth involvement in the HPPC. Eileen noted that the Community Liaison Committee and the Membership Committee will be working on this together. She went to a workshop at CPLS at which she got a lot of good information that will be shared with the HPPC.
- Kathleen suggested and the members agreed, that it would be good to get an abstract of the important points from the youth presentation

from the minutes and send that abstract to members in advance of the formal minutes. Tracey replied that the staff would do this.

- Kathleen explained that Steering Committee evaluation would be done through Zoomerang, an electronic format. She distributed instructions on how to go on-line to complete the forms.

## **7. Report Back from Community Planning Leadership Summit**

- Israel said that at the summit there seemed to be an increased emphasis on “accountability” by CDC. Others who attended reported learning a lot from other people who attended the summit.

## **8. 2003 Committee Reports (vote)**

- Community Liaison: Eileen reports that one member has left the committee and a couple of new people have joined. The committee is working on the details of their upcoming meeting. Steven suggested also having a meeting to talk about drug use, gay men, and HIV risk. Another suggestion was HIV and mental health issues.
- Membership: Membership is looking at holding the next cross-cultural communication training on May 8 instead of having a Council meeting. Steven recommended doing additional research with members to determine their feelings before setting a meeting date. It was decided to do a zoomerang to see if May 8 works for members.
- Plan Policies: Michael Discepola will continue to attend committee meetings in addition to his work with UCHAPS. Since Mike has committed to still coming to Research meetings, members wondered if he should be allowed to be a voting member. The Co-Chairs will take up this issue at their next meeting. Barb also reported that the committee is planning to recommend to the HPPC that it continue to use the BRP model for priority setting, but develop ways to address cofactors and subpopulations more effectively.
- Tracey reported to Steering that Derrick Mapp has applied to join the Plan Policies Committee as a community member. The Steering Committee voted on and approved his joining the committee.
- Plan Research: The committee is refining a needs assessment proposal for “people who exchange sex for drugs, money, food or shelter in the Bayview/Hunter’s Point neighborhood.” Some members of Steering felt that the topic was too broad and should be more focused; Gwen felt that it might be difficult to find people willing to participant in the assessment. Steven suggested that the committee

should first have a clearer idea of what type of outcome it is looking for before it proceeds any further with the needs assessment. It was sent back to Plan Research for a report back to Steering on April 24.

**9. Review 4/10/03 HPPC Agenda**

- Tracey handed out the draft agenda for the April council meeting; she reported that Jen Sarche has asked to be given time at all future council meetings to make presentations on HIV/AIDS research from the Research Section. The committee reviewed the agenda and asked to have a discussion on STDs, syphilis in particular in relation to HIV. Jeff Klausner, Will Wong, and Jim Dilley will be asked to speak.
- Gwen asked that for the May or June council meeting time be given to discuss the topic of methamphetamine use.

**10. Closure and Evaluation**

- Steven asked that Kevin Roe provide a brief presentation on the potential use of Zoomerang surveys so the HPPC could identify other ways of working with them.
- The meeting closed at 5:00 PM.

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24/03  
HIV Prevention Planning Council  
Steering Committee  
Thursday, April 24, 2003  
3:00-5:00 PM  
25 Van Ness Avenue, 330B  
San Francisco

Draft Agenda

1. Welcome and Announcements 3:00 – 3:05 PM
2. Approval of Minutes 3/27/03 (vote) 3:05 – 3:10 PM
3. Public Comment 3:10 – 3:20 PM
4. Report from Co-Chairs/HIV Prevention Section 3:20 – 3:30 PM
5. Update on Current Federal (UCHAPS), State and City DPH/HPS Issues (*possible vote*) 3:30 – 3:50 PM
- Presentation of 2004-2008 Program Announcement and Community Planning Guidance*
6. Debrief 4/10/03 HPPC Meeting (*possible vote*) 3:50 – 4:00 PM
7. Zoomerang Training 4:00 – 4:10 PM
8. 2003 Committee Reports (*possible vote*) 4:10 – 4:30 PM
9. Review/Plan 05/8/03 HPPC Agenda/Calendar for 2003 4:30 – 4:40 PM
10. Closure and Evaluation 4:50 – 5:00 PM

Next Meeting: May 22, 2003, 3:00 – 5:00 pm.

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
April 24, 2003  
3:00 – 5:00 PM  
Minutes

Members Present: Gwen Smith, Gayle Burns, Steven Tierney, Thomas Knoble, Aaron Cohen, Rebecca Rodriguez.

Members Absent: Tae-Wol Stanley, Israel Nieves-Rivera, Barbara Adler

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kevin Roe (CHSG), Cindy Berenstein Sibley (CHSG), Stacy Gratton (Minute-Taker).

1. Welcome and Announcements

- Gwen began the meeting with an icebreaker and members introduced themselves.
- Tracey announced that Barbara Adler was out sick and Israel was at a CDC funded meeting.

2. Approval of Minutes 3/27/03

- Minutes were reviewed, voted on, and approved by members.

3. Public Comment: None.

4. Report from Co-chairs:

- At the March meeting Plan Policies meeting, it was recommended that Michael Discepolo return to the Plan Policies Committee as a voting member. The Co-Chairs discussed this and decided that Michael could attend and participate at Plan Policies, but will not have voting privileges.

5. Update on Current Federal (UCHAPS), State and City Issues

- Steven gave an update on the Resources Working Group. The charge of this group is to set priorities for the Bristol-Myer's Squibb Initiative. The group came up with following list:
  - \$150,000: STD/HIV collaboration (targeting highest risk groups)
  - \$100,000: Prevention with Positives

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- \$50,000: Youth Internship Program (Possibly training youth to be HIV Test Counselors)
- \$100,000: Fund the Magnet Program
- Steven gave an update on city budgets. The HIV Prevention Section is facing the loss of \$1 - \$1.25 million in funding from the City for the next fiscal year. Since the final City budget will not be finalized until July 1, the HIV Prevention Section can only extend contracts with providers at this time for three months. Full year contracts will be awarded when budget is finalized.
- Steven passed around copies of the "New Program Announcement" from the CDC. He briefly discussed the guidance and strongly urged everyone at the meeting to read it.

#### 6. Debrief 4/10/03 HPPC Meeting

- Kevin discussed the process evaluations; he said that all of the comments were very positive. Since this is supposed to be "the year of the Plan" many members felt that the plan should be stressed and that at each committee meeting members should be kept informed on how the Plan is preceding.

#### 7. Zoomerang Training

- Kevin took the committee through a practice survey and a discussion on how to use the Zoomerang survey system.

#### 8. 2003 Committee Reports (*possible vote*)

- Membership: This committee proposed a 3 hour training with the goal of ensuring parity and inclusion with in the HIV Prevention Planning Council. The training will: 1. Address group dynamics, 2. Identify barriers to effective communication, 3. Cite HPPC examples of where things worked well. The membership committee would like this training to be held in July. This motion was approved.
- Plan Policy: The behavioral risk model was approved by the committee. The committee did a brainstorming activity on subpopulations. This committee also agreed that it would use incidence data from the 2001 consensus meeting to prioritize BRPs.
- Plan Research: The new Epidemiological Chapter was discussed; it is similar to the old chapter except it provides updated information. Last year two needs assessment surveys were authorized: the first survey

was done on MSM; this assessment has been completed and will be presented soon. A proposal was made to do the second survey on MSM and male-to-female transgender sex workers in the Polk; with a qualitative approach. The proposed needs assessment was voted on and approved by Steering Committee.

- Community Liaison: The committee has been discussing their goals for the new year. They also chose a meeting time of the 3<sup>rd</sup> Thursday of each month starting in June.

9. Review/Plan 5/8/03 HPPC Agenda/Calendar for 2003

- The agenda includes the election of two new committee At Large members. The main topic of discussion will be "how do we set priorities for San Francisco in relation to CDC's new initiative? There will be a presentation as well as small group work.

10. Closure and Evaluation

- The meeting concluded at 4:50PM.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, May 22, 2003**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330B**  
**San Francisco**

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- |   |                |
|---|----------------|
| 1. Welcome and Announcements                    | 3:00 – 3:05 PM |
| 2. Approval of Minutes 4/24/03 (vote)           | 3:05 – 3:10 PM |
| 3. Public Comment                               | 3:10 – 3:20 PM |
| 4. Report from Co-Chairs/HIV Prevention Section | 3:20 – 3:30 PM |
| 5. Debrief 5/8/03 HPPC Meeting (possible vote)  | 3:30 – 3:45 PM |
| 6. Plan for Facilitation Trainings              | 3:45 – 4:15 PM |
| 7. 2003 Committee Reports (possible vote)       | 4:15 – 4:30 PM |
| 8. Plan June 12, 2003 HPPC Meeting              | 4:30 – 4:40 PM |
| 9. Update on Plan and Timeline                  | 4:40 – 4:50 PM |
| 10. Closure and Evaluation                      | 4:50 – 5:00 PM |

**Next Meeting: June 26, 2003, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
May 22, 2003  
3:00 – 5:00 PM  
Minutes

Members Present: Gwen Smith, Gayle Burns, Israel Nieves-Rivera, Michael Discepolo

Members Absent: Steven Tierney, Barbara Adler, Rebecca Rodriguez, Aaron Cohen, Joani Marinoff

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Kevin Roe (CHSG), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Members introduced themselves.
  - Michael announced that he is now a board member of the Lesbian, Gay, Bisexual, and Transgender Community Center.
  - Kevin stated that Cindy Berenstein Sibley will no longer be co-process evaluator for the committee. Emalie Hurlaux and Pamela Washington will be working with Kevin to ensure evaluation of all committees and the council.
  - Lisa passed around flyers and announced that the Miss and Mr. Gay Safe Latino 2003 contest will be happening on June 27 at the Palace of Fine Arts Theatre; Lisa will be one of the judges for the event.
2. Approval of Minutes 4/24/03
  - Approval of the minutes was tabled to the next Steering Committee meeting.
3. Public Comment: None.
4. Report from Co-chairs:
  - Israel discussed the upcoming changes to the CDC's priorities and the impact on San Francisco. He noted that the AGUILAS Board of Directors is planning a community forum on the impact of the new CDC initiative and asked for HPPC support. Members of the committee agreed that holding a community forum was an important step in

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responding to CDC about the initiative. It was suggested that after the forum the HPPC may want to write a letter to CDC. It was agreed to add this discussion to the June 12 agenda under the Co-Chairs report.

- At last week's Co-chairs meeting there was discussion on Parking Lot issues and making sure that they get addressed. At the June 27<sup>th</sup> Steering Committee meeting the members will discuss the Parking Lot and make recommendations for how to address each item. Steering Committee members are asked to review the Parking Lot before the next meeting. Tracey will inform the absent members of this plan.
- Israel asked the Steering Committee members for guidance with regard to his input to UCHAPS at the June meeting and how he can represent San Francisco during the visits to Capitol Hill. The members suggested bringing the input from the May 8 meeting regarding the new CDC initiative.
- The committee discussed doing advocacy training for council members.

#### 5. Debrief 5/8/03 HPPC Meeting

- Kevin reported that there was consensus among Council members that the Council meetings are going well, with most people giving the May 8 Council meeting a favorable rating.

#### 6. Plan for Facilitation Trainings

- A decision has been made to provide training in facilitation skills for all interested Council members; the facilitation training will be held at the first hour of the June and July Steering committee meetings.

#### 7. Committee Reports

- Membership Committee: recently the focus at Membership has been on the upcoming cross-cultural communication training. The training is scheduled to take place on July 10<sup>th</sup> at the LGBT Community Center; the length of the training will be 3 hours and it will be a closed session, all HPPC members and support staff to the Council are invited to participate.
- Community Liaison: a partnership has been formed between Community Liaison and Membership in which the two committees will work together to ensure that the council represents communities and issues raised at community meetings. Community Liaison is also

working on planning meetings to present SCAN results in the Bayview and the Tenderloin sometime after June.

- Research Committee: they have been working on revising the Epidemiological chapter of the San Francisco HIV Prevention Plan. They report that the new chapter will be very similar to the old one with updated data.
- Plan Policies: the committee has been looking at subpopulations and how to best address them in the priority setting model. There was a question on how far back to go when presenting a history of the priority setting model at the June 10<sup>th</sup> committee meeting. The Steering Committee recommended that a thorough history be provided and that the presentation be clear on the items for approval.

8. Plan June 12, 2003 HPPC Meeting

- The Co-chairs suggested having just two items on the agenda for June 12 in order to have sufficient time for discussion. At the meeting there will also be a follow up on the plan for follow up to the release of the CDC Initiative.

9. Update on Plan and Timeline

- Tracey presented a timeline of the work that will be done by each HPPC committee and Harder+Co for 2003 as well as the 2004 Draft Plan Outline. The members reviewed the documents.
- Tracey suggested that the goals and objectives for the 2004 Plan can be the same for the Cooperative Agreement application for 2004-2008. The committee thought this was a good idea and suggested the Steering Committee could develop the first draft of goals and objectives, getting input from the committee and members they represent. Each committee will give input to the Steering Committee during meetings.

10. Closure and Evaluation

- The meeting concluded at 4:45PM.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, June 26, 2003**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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JUN 20 2003

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- |   |                |
|---|----------------|
| 1. Welcome and Announcements                        | 3:00 – 3:05 PM |
| 2. Public Comment                                   | 3:05 – 3:15 PM |
| 3. Facilitation Training                            | 3:15 – 4:15 PM |
| 4. Approval of Minutes 4/24/03 & 5/22/03 (vote)     | 4:15 – 4:20 PM |
| 5. Report from Co-Chairs/HIV Prevention Section     | 4:20 – 4:30 PM |
| • City, State, and Federal Issues                   |                |
| • CPG Survey  |                |
| • Materials Review Issues-STOP AIDS Project and CDC |                |
| 6. Debrief 6/12/03 HPPC Meeting (possible vote)     | 4:30 – 4:45 PM |
| 7. Review Plans for July 10, 2003 HPPC Meeting      | 4:30 – 4:40 PM |
| 8. Update on Plan and Timeline                      | 4:40 – 4:50 PM |
| 9. Closure and Evaluation                           | 4:50 – 5:00 PM |

**Next Meeting: July 24, 2003, 3:00 – 5:00 p.m.**

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— HIV Prevention Planning Council  
= Steering Committee  
Thursday, July 24, 2003  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
San Francisco

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= Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Debrief 6/12/03 & 7/10/03 HPPC Meetings ( <i>possible vote</i> ) | 3:15 – 3:20 PM |
| 4. San Francisco Leadership Initiative ( <i>possible vote</i> )     | 3:20 – 3:35 PM |
| 5. Facilitation Discussion on Comm. Co-chair Roles                  | 3:35 – 4:25 PM |
| 6. Approval of Minutes 4/24/03 & 5/22/03 ( <i>vote</i> )            | 4:25 – 4:30 PM |
| 7. Report from Co-Chairs/HIV Prevention Section                     | 4:30 – 4:40 PM |
| • City, State, and Federal Issues                                   |                |
| • CPG Survey  |                |
| • Materials Review Update-STOP AIDS Project and CDC                 |                |
| 8. Review Plans for August 5 & 14, 2003 HPPC Meetings               | 4:40 – 4:50 PM |
| 9. Update on Plan and Timeline (goals and objectives)               | 4:50 – 5:00 PM |
| 10. Closure and Evaluation  |                |

**Next Meeting: August 28, 2003, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)

Steering Committee

July 24, 2003

3:00 – 5:00 PM

Minutes

**Members Present:** Gwen Smith, Gayle Burns, Frank Strona, Michael Discepolo, Rebecca Rodriguez, Steven Tierney

**Members Absent:** Barbara Adler, Joani Marinoff, Israel Nieves-Rivera

**Professional Staff:** Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kathleen Roe (CHSG), Stacy Gratton (Minute-Taker).

1. **Welcome and Announcements**

- Members introduced themselves.
- Gwen announced that the CARE Council will be having a community forum for the African American Communities of Bayview-Hunters Point and Visitation Valley on July 31. The forum will be held at City College of San Francisco (Southeast Campus).

2. **Public Comment:** None.

3. **Debrief 6/12/03 & 7/10/03 HPPC Meeting**

- The 6/12 HPPC meeting was devoted largely to discussing the CDC New Initiative.
- There was a discussion of the 7/10/03 Cross Cultural Training. One member felt that there were some racist and sexist comments made at the training that should have been addressed, but were not addressed due to lack of time. Some members of the group felt that the facilitators did not do a very good job at making people feel safe at the training, and were perhaps not as effective as they could have been. Steven agreed that the facilitators could have been stronger, but, he did feel that the training accomplished all that it was supposed to. Steven also reported that the Co-Chairs have a commitment to ensuring meaningful participation by members of the full council. Members agreed that they would like to continue this discussion at the August 14<sup>th</sup> council meeting, perhaps in small groups, to get closure around issues that came up during the training.

4. **San Francisco Leadership Initiative**

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Steven provided a framework of what is happening nationally around HIV prevention funding. He asked the question of how the HPPC can serve as a change agent, and how to best use our combined expertise, passion and commitment to provide leadership on prevention of HIV, health promotion in all communities and increased access in communities “at risk”.

He stressed that changes at the federal level are serious and move the prevention agenda away from public health and towards a “medical model”, that the CDC calls The New Initiative (TNI). However, the initiatives themselves are good ones, if there was funding to implement them fully. The challenge is to continue to do the individual and community level work that needs to be done for a medical model to effectively reach our clients. This is where SF can take a real leadership role. How to use our resources to support the federal agenda and to continue effective and innovative community based prevention.

- The group decided that it would be a good idea to start a Working Group to work on the San Francisco Leadership Initiative.
- This group also agreed that they would like a chapter in the new plan devoted to the work of the SF Leadership Initiative/San Francisco HIV Prevention Manifesto.

#### **5. Facilitation Discussion on Committee Co-chair Roles**

- Kathleen led a discussion of the roles and task of the community co-chairs. She also gave members a questionnaire to fill out on their experience in the committee role.

#### **6. Approval of minute 4/24/03 and 5/22/03**

The minutes were approved by consensus.

#### **7. Report from Co-chairs/HIV Prevention Section**

- Steven mentioned that the Co-Chairs of the HPPC called for an “Indicators Working Group.” This group will help HPS strategize in the new CDC mandated data collection indicators. The first meeting will take place on Wed. 7/30 from 2-4 pm. Members were strongly encouraged to participate on this working group
- Steven passed around copies of the “Stopping Syphilis among Gay & Bisexual Men in San Francisco.” This is a community plan to prevent the spread of syphilis, developed by Community STD Partners Committee. He asked the Steering Committee to review and vote yes/no as to whether or not to forward it on to HPPC members by email. The members voted yes by consensus. He suggested that it would be a good idea to pass items through Steering before

sending them out to the full council, for he felt HPPC members were being overwhelmed with email.

## **8. Committee Updates**

- Membership Committee: at their last meeting they had a debriefing of the Cross Cultural Communication Training. Gayle mentioned that she contacted the Compass Point facilitators of the training regarding the lack of evaluations at the Cross Cultural Communication Training. The facilitators agreed to get this evaluations out by mail. Lisa also mentioned that this committee is preparing for its 2004-2005 recruitment of new members.
- Community Liaison: Eileen reported that the SCAN surveys will be ending soon and they are looking at presenting the results to the public at a community forum. Although the HPPC agenda is full for the rest of the year, Steven and Gwen felt that room needs to be made to discuss the results of the surveys in advance of presenting them to the public.
- Research Committee: they are looking at the Draft Plan Overview and at a logic model. Members of the committee have agreed to make their meetings longer if needed.
- Plan Policy: the committee has been working on the Priority Setting Model and the Strategies and Interventions Chapter.

## **8. Review Plans for August 5 & 14, 2003 HPPC Meetings**

- The group reviewed the agenda for the joint CARE/HPPC meeting scheduled for 8/5. This committee approved the Aug. 5<sup>th</sup> agenda with no changes.
- The August 14<sup>th</sup> HPPC agenda will be finalized by Co-chairs, due to lack of time.

## **9. Update on Plan and Timeline (*goals and objectives*)**

- September to December will be for the Council to review and vote on the Plan; on January 1, 2004 the Plan will go to printing and in early March it will be ready for presentation.

## **10. Closure and Evaluation**

- The meeting concluded at 5:10 PM.
- The next Steering Committee meeting is scheduled for August 28, 2003, 3:00 – 5:00 PM.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, August 28, 2003**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

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|--|----------------|
| 1. Welcome and Announcements                                       | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes 7/24/03 ( <i>vote</i> )                     | 3:15 – 3:20 PM |
| 4. Report from Co-Chairs/HIV Prevention Section                    | 3:20 – 3:35 PM |
| • City, State, and Federal Issues                                  |                |
| • San Francisco Leadership Initiative                              |                |
| 5. Debrief 8/5/03 & 8/14/03 HPPC Meetings ( <i>possible vote</i> ) | 3:35 – 3:45 PM |
| 6. Facilitation Discussion ( <i>possible vote</i> )                | 3:45 – 4:00 PM |
| 7. Review Agenda for September 11, 2003 HPPC Meeting               | 4:00 – 4:10 PM |
| 8. CDC funded MSM Survey ( <i>possible vote</i> )                  | 4:10 – 4:20 PM |
| 9. Parking Lot Discussion ( <i>vote</i> )                          | 4:20 – 4:40 PM |
| 10. Update on Plan and Timeline                                    | 4:40 – 4:50 PM |
| 11. Closure and Evaluation   | 4:50 – 5:00 PM |

**Next Meeting: September 25, 2003, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
August 28, 2003  
3:00 – 5:00 PM  
Minutes

**Members Present:** Gwen Smith, Gayle Burns, Israel Nieves-Rivera, Michael Discepolo, Barbara Adler, Steven Tierney, Joani Marinoff

**Members Absent:** Frank Strona, Rebecca Rodriguez

**Guest Present:** Henry Raymond (HIV/AIDS Statistics & Epidemiology Section)

**Prevention and Support Staff:** Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kathleen Roe (CHSG), Stacy Gratton (Minute-Taker).

1. Welcome and Announcements
  - Members introduced themselves.
  - Steven asked that when there is a meeting cancellation within 24 hrs, that HPS staff should call and email members to inform them of the change. Members report traveling to meetings without having received Email notices. Volunteer effort deserves the courtesy of a call.
2. Public Comment: None.
3. Approval of Minutes 7/24/03 (*vote*)
  - The minutes were reviewed and approved by the committee.
4. Report from Co-Chairs/HIV Prevention Section
  - Steven reports that the California HIV Prevention Group is in the process of determining "concurrence" for the State cooperative agreement. The group only meets 3 times per year so it makes this task difficult. The co-operative agreement needs to be approved by October 6.
  - Steven mentioned California CPG is working on a new set of resource allocation priorities for HIV prevention using a 7 part formula funding. The new resource allocation system will, if approved, go into effect in 2005. San Francisco currently receives approximately 1.5 million

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dollars in State prevention resources. Additionally San Francisco is one of six U.S. cities to receive direct federal funding for HIV prevention.

- There was a discussion of The New Initiative (TNI) implications at the agency, city, state, national levels.
  - HPPC should consider strategic reinvestment (CDC funds vs. state funds vs. General funds.)
  - Consider writing a letter to peers
  - Consider telling the story of what works best in San Francisco (i.e. We conduct program evaluation, we believe in community planning, we conduct effective outreach, cost effectiveness and social capital bldg.)
  - Consider meeting with Barbara Boxer, who is running for re-election.
  - We should develop and conduct a training for agencies that are, or could be, directly funded. RFP will be out in October or November and due in early 2004.
- Steven gave an update of the CDC demonstration projects that the HPS applied for. He mentioned that we applied for 3 different projects, and that we may get funding for the PCRS component. He also stated that the State of California also applied for funding for all 3 components, but received none.
- It was decided that Steering will become the SF Leadership Initiative Working Group, and that significant time should be allotted on future Steering agendas to work on this issue. The WG should also be open to interested HPPC members.

## 5. Committee Updates

- Membership – Lisa reports there are currently 29 members on the Council, and they would like to bring on 7 new members. On the week of September 8 Membership Committee will begin interviewing applicants; they would like other Council members to help with the interview process. Israel speculated that there might be a gap in representation of “faith based groups” on the Council. Kathleen Roe suggested that it may be a good idea to refresh the HPPC on how the membership recruitment takes place.
- Community Liaison – The SCANS have been completed. The results will be presented to the Bayview at a Community Forum on September 30<sup>th</sup> from 4-6:30 at the Bayview opera House. The Tenderloin results will be presented in October. That date & location has not yet been finalized.

- Plan Policy – Barbara reports that this committee is working on the priority setting model and is struggling with the sub-populations vs. co-factors issue. She announced that this committee will be presenting this process at the Sept. 11<sup>th</sup> council meeting.
- Plan Research – The committee has been reviewing the Evaluation Chapter and the Epidemiology chapter. The group will vote to approve these chapters at their next meeting. This committee will be presenting these chapters to the Council at the October 9th meeting.

6. Debrief 8/5/03 & 8/14/03 HPPC Meetings

- On August 5 there was a collaborative meeting with the CARE Council which focused on prevention for positives. A work group was formed that will create a vision and define what Prevention for Positives is. The group had scheduled a meeting for August 29<sup>th</sup>, but it has been cancelled. Members will be informed of the rescheduled date. At the August 14 Council meeting the discussion was on making sure that cross-cultural communication continues in the committees and full Council. There was also a discussion on the need to get members to interact and communicate more on the Council.

7. Facilitation Discussion

- Members discussed “what are the things that facilitate inclusion and keeping people engaged” at the Council meeting. This came up based on a comment from a HPPC process evaluation.

8. CDC funded MSM survey

- Henry Raymond gave a brief overview of this Research project which will be conducted by the HIV/AIDS Statistics and Epidemiology section of the AIDS office. This behavioral study is being conducted in 19 other cities in addition to San Francisco. They are scheduled to begin this fall. The steering committee invited him to present study findings once the study is over.

9. Parking Lot Discussion

- The group agreed to the importance of this item. This was tabled to the next meeting to allow enough time to properly discuss it.

10. Closure and Evaluation

- The meeting concluded at 5:00 PM. The next meeting of Steering Committee is scheduled for September 25, 2003 from 3:00 – 5:00 PM.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, September 25, 2003**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

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|--|----------------|
| 1. Welcome and Announcements                               | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes 8/25/03 (vote)                      | 3:15 – 3:20 PM |
| 4. Debrief September 11 HPPC Meeting                       | 3:20 – 3:30 PM |
| 5. Committee Reports                                       | 3:30 – 3:40 PM |
| 6. Co-Chairs Report: Federal (uchaps), State, City Issues  | 3:40 – 3:55 PM |
| 7. Report from the Prevention with Positives Working Group | 3:55 – 4:05 PM |
| 8. Parking Lot Discussion/Action                           | 4:05 – 4:20 PM |
| 9. San Francisco Leadership Initiative                     | 4:20 – 4:55 PM |
| 10. Closure and Evaluation                                 | 4:55 – 5:00 PM |

**Next Meeting: October 23, 2003, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
September 25, 2003  
3:00 – 5:00 PM  
Minutes

Members Present: Gwen Smith, Gayle Burns, Israel Nieves-Rivera, Michael Discepolo, Barbara Adler, Steven Tierney, Frank Strona, Rebecca Rodriguez

Members Absent: Joani Marinoff

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen Loughran (AO), Dara Coan (Harder + Co.), Kathleen Roe (CHSG), Stacy Gratton (Minute-Taker).

1. Welcome and Announcements

- Members introduced themselves; a number of the members said that they had just returned from the U.S. Conference on AIDS.
- The Chlamydia Elimination study has been completed, the results of the study will be presented to the Council.

2. Public Comment: None.

3. Approval of Minutes 8/25/03 (*vote*)

- The minutes were reviewed and approved by the committee by consensus.

4. Debrief September 11 HPPC Meeting

- Kathleen presented the Process Evaluation memo and noted that overall it was a good meeting. She talked about the process evaluation forms; she reported that few people returned the completed evaluations and of those that did respond a number said that they were "concerned" about the meeting. Kathleen asked for greater feedback and communication on future evaluations. For political and funding purposes it is important to have as many members as possible respond to the evaluations.

5. Committee Reports

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- Membership- Eight new members will be joining the Council. Their voting term will begin in January 2004 and run until December 2005; they will be paired up with mentors. Two of the new members will be from the youth community and the Council has filled its gap in the African American MSM category. There will be a total of 37 members on the Council in 2004.
- Community Liaison- On September 30 there will be a community forum in Bayview to present the results of the SCAN of that neighborhood. CLC members will contact Council members to remind them of the forum. Details are still being worked out for presenting the results of the Tenderloin SCAN.
- Plan Research- The committee is on track with the Plan; they recently approved the Evaluation chapter. The Epidemiology and Evaluation chapters will be mailed to Council members on Friday; Frank stressed that members need to read the chapters and be prepared to discuss them at the October 9 Council meeting. One of their committee co-chairs, Aaron will be stepping down soon, they will need to find a replacement. The committee will have an election at the October meeting.
- Plan Policies- The committee has approved the sub-populations and co-factors. They are also questioning how to prioritize prevention for positives.

6. Co-chairs Report: Federal (UCHAPS), State and City Issues

- UCHAPS is about to move into a new direction as representation on the coalition changes. A third of all HIV cases in the U.S. are in the six UCHAPS cities.
- The state of California is looking at resource allocation with regard to behavioral risk. There is discussion whether every county in the state needs to automatically receive HIV prevention funding when there are several counties that have never had a diagnosed case.

7. Report from the Prevention with Positives Work Group

- Frank reports that they are working on putting together a working draft of the goals and purpose of the work group; Frank passed around a draft definition, they will be using the term "prevention with positives". Michael asked to be added to the work group.

## 8. Parking Lot Discussion/Action

- The committee was given a list of issues that are currently on the parking lot. Various recommendations were discussed on how to handle the issues.
- Frank brought up the idea of having regular brown bag lunches where parking lot issues could be discussed; members could decide which lunches they would like to attend. Tracey suggested using some of the parking lot issues to build on for 2004.

### Proposed Action on Parking Lot Items Steering Committee Suggestions 9/25/03

Item	Proposed Action
Discussion on MSMs and substance use	A major section of the Community Assessment (CA) of the 2004 HIV Prevention Plan will discuss the relationship of substance use in HIV acquisition.
Discussion of PCM specifically for transgender MTF, including information gathered from client satisfaction surveys	Planning staff will work on a report that lists PCM services for with MTF, and will incorporate available results of client satisfaction surveys.
Discussion on HIV and homelessness	Planning staff will work with staff at Housing & Urban Health to get this information. Also, a section of the CA will discuss this.
Discussion on barriers to access to medical care	Issue to be covered in Plan.
Discussion on the lack of positive sex messages for gay men	Plan Research Committee will incorporate this into the CA chapter.
Funding and sex positive messages	Plan Research Committee will incorporate this into the CA chapter.
Discussion on abstinence based prevention	Plan Research Committee will incorporate this into the CA chapter.
Discussion of HIV Positive Speakers Bureau	Plan Research Committee will incorporate this into the CA chapter.
Presentation on Asian & Pacific Islander (API) HIV rates in SF by Kyung-Hee Choi, Tri D. Do, Don Operario	Dara and Planning staff will talk to Willi McFarland about including this data in the new Plan.
Discussion on the citywide effects of crack use on HIV risk behavior	Plan Research Committee will incorporate this into the CA chapter.
Presentation on Latino Gay Men: Migration, Sexuality, and HIV Risk by Hector Carrillo, Rafael Diaz	Planning staff will work with Hector and Rafael to provide a written report.
Discussion on the Enforcement of 'Point of Sale Warning' regarding Poppers	Planning staff is researching the issue and will provide a written report.
Presentation on Post Exposure Prevention Study by Michelle Roland from UCSF	This data will be included in the Strategies and Interventions Chapter in the 2004 Plan.
Promotion of more positive images of transgendered	The Steering Committee recommends

people in agencies.	that this be a part of the San Francisco Leadership Initiative.
Update on Chlamydia Elimination Project (Youth & STDs)	It is recommended that the results of the issue be incorporated into the Plan and a written report be provided to HPPC members this year.

9. San Francisco Leadership Initiative (SFLI)

- The Co-Chairs introduced the idea of the SFLI at the August 14 Council meeting and the Council sent it to the Steering Committee for action. The group discussed ways to take a leadership role in prevention, especially in relation to CDC's new initiative, "Advancing HIV Prevention."
- There are six funded directly-funded CBOs in San Francisco; Steven would like to invite them to a meeting to discuss applications for future funding from CDC to ensure that important programs for people in San Francisco are continued.

10. Closure and Evaluation

- Kathleen announced that she secretly nominated the HPPC for a major health education award in California. The Council won the award; it will be presented at a ceremony on Saturday November 15 at the Culinary Academy.
- The meeting concluded at 5:00 PM. The next Steering Committee meeting will be October 23 from 3:00 – 5:00 PM.

HIV Prevention Planning Council  
Steering Committee  
Thursday, October 23, 2003  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
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Agenda

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| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes 9/25/03 (vote)<br>(Set Meeting Dates for November and December Steering Committees)   | 3:15 – 3:20 PM |
| 4. Debrief October 9 HPPC Meeting  | 3:20 – 3:30 PM |
| 5. Committee Reports/Prevention with Positives Group   | 3:30 – 3:40 PM |
| 6. Review November 13 Council Agenda   | 3:40 – 3:50 PM |
| 7. Co-Chairs Report: Federal (UCHAPS), State, City Issues<br>(Plan for Call for Nominations for the Community Co-Chair, January 2004 to December 2005) | 3:50 – 4:00 PM |
| 8. Discuss Priorities for 2004 HPPC Work   | 4:00 – 4:20 PM |
| 9. San Francisco Leadership Initiative   | 4:20 – 4:40 PM |
| 10. Follow Up on Parking Lot   | 4:40 – 4:50 PM |
| 11. Closure and Evaluation   | 4:50 – 5:00 PM |

**Next Meeting: November 7, 2003, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
October 23, 2003  
3:00 – 5:00 PM  
Minutes

Steering Committee Members Present: Gwen Smith, Israel Nieves-Rivera,  
Barbara Adler, Frank Strona

Guest: Matthew Blanchard, HPPC Member

Members Absent: Aaron Cohen, Joani Marinoff, Gayle Burns, Michael  
Discepolo, Rebecca Rodriguez, Steven Tierney

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Eileen  
Loughran (AO), Dara Coan (Harder + Co.), Kathleen Roe (CHSG), Stacy Gratton  
(Minute-Taker).

1. Welcome and Announcements
  - Matthew introduced himself as a new member of the Council; his term officially begins in January 2004.
2. Public Comment: None.
3. Approval of Minutes 9/25/03 (*vote*)
  - The minutes were reviewed and approved by the committee by consensus.
4. Debrief October 9 HPPC Meeting
  - Kathleen talked about the results of the October 9 meeting and particularly the comments about the Bayview forum. She said that a lot of good ideas came out of the forum. It is important to identify who is responsible for the implementation of the recommendations.
  - Tracey responded that recommendations that came out of the Bayview forum would be handled by Community Liaison Committee; CLC could create a special sub-group with the specific purpose of working on those recommendations. Also Vincent Fuqua of the AIDS Office will be working with this subgroup and focusing on prevention services for African Americans in San Francisco. On Thursday October 30 at

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Southeast Health Center there will be a service providers meeting where some of the ideas that came out of the Bayview forum will be discussed.

5. Committee Reports/Prevention with Positives Group

- Plan Policies - The committee has a meeting set for the last week of October and two meetings set for November; they will be working on completing the priority setting model and the Strategic and Interventions Chapter for the 2004 Plan.
- Plan Research- They have been working on the Community Assessment Chapter; in December a new draft of the chapter will be sent to the Council for review. Tracey and Dara recently meet with a new designer to work on the layout for the HIV Prevention Plan and came up with some interesting ideas. The ideas were presented to Steering for its opinions. The group agreed that photos would be a good design for the Plan.
- Membership- Now that the committee has chosen eight new members for the Council it has started working on setting up the new member orientation; the committee is also working to pair each new member with a mentor on the Council. For the 2004 term the Council will have 37 members.
- Community Liaison- The committee will follow up on the results of the Bayview forum and start working on the Tenderloin presentation. They are looking at scheduling the Tenderloin presentation for December 3 from 1:00 – 3:00PM.
- Presentation for Positives Working Group - At their October 22 meeting they brainstormed and came up with definition and standards for the prevention with positives programs. They anticipate that the group will need about 3 months to set their goals.

6. Review November 13 Council Agenda

- Tracey presented the agenda for the Council meeting and discussed some of the topics that need to be addressed at the meeting such as the San Francisco Leadership Initiative. After reviewing the agenda, Steering discussed how much time to give each item on the agenda and approved the agenda.

7. Co-chairs Reports: Federal (UCHAPS), State, City Issues



- Israel reports that since the last time Steering met, nothing significant has happened with UCHAPS or on the state or local level.

#### 8. Discuss Priorities for 2004 HPPC Work

- Since 2003 was the year of the "Plan", the committee discussed the idea of calling 2004 the year of the "Evaluation" and some other possible issues to work on.
  1. Plan published
  2. Plan training
  3. Speed/non-IDU drugs
  4. Two (at least) more SCANS
  5. Plan for Bayview and TL
  6. Agency trainings on CDC Initiative/SFLI
  7. Quality Assurance: how do we know we get what we pay for? What are the consequences of non-delivery or willful change of: BRP, strategy/intervention, neighborhood, subpopulation
  8. Implement new Community Planning Guidance
  9. Parking Lot
  10. Youth
  11. Continue monitoring the epidemic
- Frank suggested that it would be useful to include a discussion on sexuality in the priorities for 2004.

#### 9. San Francisco Leadership Initiative

The Steering Committee will continue working on this next meeting. A structure for the SFLI was discussed by the Co-Chairs"

1. *Community Training*: What is Advancing HIV Prevention, CDC's new initiative? What can San Francisco do? Start with the six directly funded CBOs, meeting October 21. Given the CDC's new initiative, how can we work within it to "Advance HIV Prevention in San Francisco", such as where does needle exchange fit in, what do we believe would advance HIV prevention. The Co-Chairs will lead a brainstorm on this at Steering Committee to get response from the group. The SFLI will be included in the foreword of the Plan.

2. *San Francisco's ABCs*: Develop Position Paper

Addults and youth who are sexually active

Behavioral interventions that are based on evaluation of sound programs

Co-factors for HIV: poverty, homelessness, etc.

Materials Review Issue: What do we believe materials should be screened for? how?

3. *Strategic Resource Reinvestment*: How does SF maximize our dollars? If money is drying out, how do we think strategically about how we spend our money and raise additional money.

4. *Testing*: Testing is a CDC priority and many will be applying to provide testing. There are only so many tests that people need, so how do we coordinate this in SF. The Council should be clear about the priorities for testing. Also, standards for rapid testing should be clear. How should counseling be included?

10. Follow Up on Parking Lot

- Israel suggested using the months of November, December, and January to bring up topics for the parking lot and discussing the rest in 2004.

11. Closure and Evaluation

- The meeting concluded at 5:00 PM. The next meeting of Steering Committee is scheduled for Tuesday, November 25, from 3:00 – 5:00 PM.

**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, November 25, 2003**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes 10/23/03 (vote)<br>(Set Meeting Date for December Steering Committee) | 3:15 – 3:20 PM |
| 4. Council and Committee Updates   | 3:20 – 3:40 PM |
| > November 13 Review   |                |
| > Committee and Co-Chair Updates   |                |
| > Plan December 11 Meeting   |                |
| 5. San Francisco Leadership Initiative   | 3:40 – 4:10 PM |
| 6. Plan HPPC Scope of Work for 2004  | 4:10 – 4:50 PM |
| 7. Closure and Evaluation  | 4:50 – 5:00 PM |

**Next Meeting: December 2, 2003, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
November 25, 2003  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Barbara Adler, Frank Strona, Steven Tierney, Rebecca Rodriguez

Members Absent: Joani Marinoff, Gayle Burns, Michael Discepola, Gwen Smith

Prevention and Support Staff: Tracey Packer (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Rebecca announced that for family reasons she will be leaving the Council at the end of her term, December 31, 2003.
2. Public Comment: None.
3. Approval of Minutes 10/23/03 (*vote*)
  - The committee reviewed, voted on, and approved the minutes by consensus.
4. Review November 13 Council Meeting
  - Kathleen said that members reported leaving the Walden House council meetings with good feelings. Israel replied that City Hall meetings are still important because they offer an official feeling.
  - At Council meetings the SF Leadership Initiative always seems to get pushed to the end of the meeting when people are tired; Kathleen suggested it might be a good idea to move it to Steering Committee instead or the main subject of the meeting.
  - Most people liked the November 13 Council meeting, giving it high marks on the evaluation form; however, there was one member that did not like the meeting and gave it low marks according to Kathleen. Israel said that when members have negative comments about a meeting it is important to be specific about what they would change. Steven stressed that it is important not to take negative comments personally; viewing all comments as an opportunity for growth and learning. He suggested that it might be a good idea to build in a

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leadership and facilitation training which helps people really use feedback to improve HPPC and individual performance.

- The committee cancelled the December Steering meeting; the January 2004 Steering Committee meeting will be January 22.

## 5. Committee and Co-Chair Updates

- Plan Policies – Barbara reports that the committee has completed the Strategies and Interventions Chapter for HPPC review on December 11.
- Plan Research – Frank said that the committee completed the Community Assessment Chapter for review by HPPC on December 11. They suggested dedicating the Plan to past Council members who laid the groundwork for the fight against HIV.
- Co-Chairs – are working to make sure members read the chapters thoroughly to vote on them. Tracey said that the staff and Dara recommend that we ask each member to be responsible for reading a section of the two chapters and developing questions and concerns. The Steering Committee agreed to this. Two discussion groups will be held for members to express their concerns, December 4 at 3:30 pm and December 8 at 12 noon. Dara Coan is working with a designer to design the Plan.
- Community Liaison – They have set a date for the Tenderloin SCAN Forum, December 10, at 3:30 to 5:00 pm at Continuum; they are now working on the details of how the presentation should be made. Steven reminded them of the importance of the consultants, Dara or Michael, and/or the Committee communicating with the larger, better funded health SCAN of the Tenderloin. Otherwise, our SCAN may seem isolated and disjointed from that effort when it is presented in public.
- Membership – The committee has completed its work for the year; it will not meet again until 2004.

## 6. Plan December 11 Council Meeting

- Prior to the December 11 Council meeting there will be two discussion groups on the Plan: one on December 4 and another on December 8. The purpose of the discussion groups is to support members to read and be prepared to discuss the material, “to encourage early reading and understanding.” The committee debated how much time will be needed for discussion of each agenda item. In order to save time at

the Council meeting and adequately address concerns, it was decided that members should read the material in advance and e-mail their questions or comments to Eileen so they can discuss them.

7. San Francisco Leadership Initiative

- Steven said that the San Francisco HPPC is in a better place than many jurisdictions to respond as we are more autonomous and enjoy more support from City leadership than in many communities. Therefore the HPPC is able to do things that others are not able to do. The SFLI is an opportunity to express our record of success and our prevention expertise and to share it with the nation.
- The Introduction to the Plan will include these concepts.

8. Plan HPPC Scope of Work for 2004

- The Co-Chairs presented thoughts for committee and council work next year. The Steering Committee members discussed the scope of the Council's work for 2004 as well as ideas for possible committees.

2004 Hot Topics

- Working with Positives: definition, standards, coordination with Treatment on Demand council, Care council
- Youth/young adults 12-23, 18-30
- Drug Users (especially IDU and crystal users, poppers)
- South West Asian and North African Community HIV Issues
- STD/HIV
- Impact of the NIH hit list: transgender, sex workers, queer, harm reduction
- Quality Assurance-how do we get what we plan for, does it work
- ELI/PEMS
- Community Behavioral Health Services (CBHS) & HIV collaboration / linkage
- Research & Prevention
- Putting Sex back into HIV Prevention
- CDC Community Planning Guidance
- Crack
- Women

After a discussion, the Steering Committee members generally agreed that the new committees would be:

- Standing committees of Membership and Steering
- Community Liaison



- Evaluation
- Prevention with Positives (PWP)
- New Approaches to Prevention-may be integrated with PWP

Frank mentioned that an orientation for new members to Steering Committee would be useful.

9. Closure and Evaluation

- The meeting concluded at 5:00 PM. The next Steering Committee meeting will be January 22, 2004.

- San Francisco

**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, January 22, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                                    | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Council and Committee Updates                                | 3:15 – 3:45 PM |
| ➤ Review Process Evaluation Notes from January 8                |                |
| ➤ Committee and Co-Chair Updates (Discuss Plan for Parking Lot) |                |
| ➤ Update on Council Meeting Locations                           |                |
| 4. Discuss Plan for HPPC Meeting Topics/Plan February 12        | 3:45 – 4:00 PM |
| 5. City, State, Federal, and UCHAPS Updates                     | 4:00 – 4:15 PM |
| 6. New Business   | 4:15 – 4:45 PM |
| 7. Closure and Evaluation                                       | 4:45 – 5:00 PM |

**Next Meeting: February 26, 2004, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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**HIV Prevention Planning Council  
Steering Committee  
Minutes of January 22, 2004**

**Member Present:** Gayle Burns, Edward Byrom, Joani Marinoff, Gwen Smith, Israel Nieves-Rivera, Perry Rhodes III, Andre Robertson

**Members Absent:** Steven Tierney

**Professional Staff:** Dara Coan (Harder & Co), Kym Dorman (Harder & Co), Vincent Fuqua (HPS), Eileen Loughran (HPS), Tracey Packer (HPS), Allison Weston (Harder & Co).

**1. Welcome and Announcements**

Dara Coan announced that she will be leaving Harder & Co in April.

- ⇒ Until then she will be assisting the Harder & Co. consultants with the transition. Allison Weston will be working with Prevention with Positives Committee (PWP) and the New Approaches to Prevention committees. Kym Dorman will be working with the Evaluation and Steering committees.

**2. Public Comments**

- None

**3. Council and Committee Updates**

**Review process evaluation notes from 1/8.**

- Members announced that they had not received evaluation results via email. Tracey distributed copies to the group and explained that they will normally be received via email, but since this is a new group a mail list had not been compiled.
- Coffee –The group discussed the consistency of having coffee available at meetings.

**Committee Updates**

- **PWP** – Ed Byron said that he and Keith have been selected as co-chairs. This will be a collaborative committee between CARE Council and HPPC. There will be three co-chairs for this committee (giving an opportunity for a CARE Council member to be a co-chair). Brad Hume is not sure that CARE Council members will be able to participate as members on the committee, given their CARE Council requirements. CARE Council members in attendance were Brad, Joe, and Darnell. Brad announced that he will not continue on this

committee. The committee will meet on the 3<sup>rd</sup> Wednesday of the month from 4:00 – 5:30 pm.

- **Evaluation** – Perry announced that the committee met earlier that day. They discussed the history of evaluation in SF and CDC requirements. The committee will develop a strategic plan for evaluation in SF. There was discussion that recommendations for provider evaluation should be developed before the RFP based on the 2004 Plan is out. Perry was elected as Chair. The meeting will be held on the 1<sup>st</sup> Thursday of the month from 3-5 pm.
- **Membership/CLC** – Andre has been elected Chair of this committee. Catherine will be Co-chair. The group discussed trainings on the Plan to be developed in collaboration with Dara. It was suggested that there should be trainings for different audiences, as well as different topic areas. The topic areas recommended were: how to navigate through the Plan, how to find documentation or confirmation, definitions, guidance for contracts, how to develop interventions, program evaluation documentation, etc. The committee discussed what communities they would like to go to in 2004. The group agreed that little is known about the Sunnydale, Lakeview, OMI area, and Potrero Hill. It was suggested that perhaps we could learn about these areas by conducting focus groups or a needs assessment. Wanetta Davis has applied as community member to Membership/CLC. Her application was approved for that committee. The committee will meet on the 2<sup>nd</sup> Monday of the month from 3-4:30.
  - Diversity/CC training** - The group had ideas about this year's training being more focused on team building. The group agreed that before we start planning the "training" we must decide what the goal is. For example: The goal of the training is for the HPPC members to work better together.
  - Interpretation services.** The group discussed adapting information in "Note" section at the bottom of agenda. (Specifically informing those with special needs to contact Betty so that we can make accommodations.)
- **New Approaches to Prevention:** Gayle presented as interim co-chair. They will hold their first meeting on Tuesday, January 27.

**Parking Lot (PL)**– the PL will be open February & March only to add issues. Then the Co-chairs will work on scheduling the items. Items of interest from the HPPC can be added anytime.

**4. Discuss Plan for HPPC Meetings:** Israel said the co-chairs discussed that it would be beneficial to have the Feb. 12 meeting be on Crystal meth use and its relation to HIV. The focus would be on non-IDU drug users. The Steering Committee noted they would like to see someone who is in the community, affected by use, as a speaker. They are interested in prevention, not just treatment issues.

- Israel explained that topics for the HPPC will be focused on gaps in knowledge, research, and needs for populations related to the 2004 HIV Prevention Plan. There will be recommendations made by presenters that the HPPC will discuss and draft a recommendation. The recommendation may be to prioritize funding, research, or to send the issue to committee.
- The Steering Committee will draw off the Parking Lot and other issues that are timely to develop each month's agenda.
- Suggested for February 12:
  - \*Bevan Dufty – results from community forum.
  - \*San Diego intervention specialist
  - \*Mitch Katz – what is health department doing?
- Comments by Steering: It may be helpful to have someone closer to the services than Mitch present. We need to talk about what services can be effective. Internet use and speed/meth.
- Suggestions for March Agenda: Transgender Issues – include Native American AIDS Project's RAP, Valerie Rose's African American RAP, FTM issues, API Wellness Center, CAPS research (Joanna or Tooru Nemoto), TARC – someone who provides transgender services. Gayle mentioned the issue of being intersex, people who don't identify as transgender.

#### **5. City, State, Federal, UCHAPS Updates**

- CDC will be in SF next week. Co-Chairs will be meeting with them. We will be getting clarification on evaluation requirements.
- UCHAPS – At the February 12 HPPC meeting, the Co-Chairs will be discussing that the two Community Co-Chairs be the UCHAPS community representatives. The HPPC will be voting on this February 12.

#### **6. New Business**

The At-large Steering Committee members' terms expire in February. An election will be held at the February 12 meeting for two At-large members.

## **7. Closure and Evaluation**

Israel asked about preferences for evaluation. The group was informed of the various methods of evaluating the committee. The group decided to evaluate the meeting through Zoomerang surveys sent to members by e-mail. The committee requested that they have one week to complete the online survey. The meeting was adjourned at 4:35PM

**Next meeting February 26, 2004, 3:00-5:00 pm**

Minutes recorded by Tracey Packer & Eileen Loughran & and reviewed by Vincent Fuqua.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, February 26, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Welcome New Steering Committee At-Large Members:<br>➤ Barbara Adler and Frank Strona                                    | 3:15 – 3:20 PM |
| 4. Council and Committee Updates<br>➤ Review Process Evaluation Notes from February 12<br>➤ Committee and Co-Chair Updates | 3:20 – 3:50 PM |
| 5. Review Draft Council Agenda for March 11  | 3:50 – 4:05 PM |
| 6. Review Parking Lot and Plan April Council Meeting   | 4:05 – 4:25 PM |
| 7. Update: City, State, Federal and UCHAPS   | 4:25 – 4:40 PM |
| 8. New Business  | 4:40 – 4:50 PM |
| 9. Closure and Evaluation  | 4:50 – 5:00 PM |

**Next Meeting: March 25, 2004, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
February 26, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Barbara Adler, Frank Strona, Joani Marinoff, Gwen Smith, Edward Byrom

Members Absent: Steven Tierney, Andre Robertson, Perry Rhodes, III

Prevention and Support Staff: Tracey Packer (HPS), Lisa Reyes (HPS), Eileen Loughran (HPS), Kathleen Roe (CHSG), Dara Coan (Harder + Co), Allison Weston (Harder + Co), Stacy Gratton (Minute-Taker).

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1. Welcome and Announcements

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2. Public Comment: None.

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3. Welcome New Steering Committee At-Large Members

- The Committee welcomed Barbara Adler and Frank Strona, the new At-Large Steering Committee members.

4. Council and Committee Updates

- Kathleen passed around the process evaluation results from the February Council meeting: she said that members gave the meeting very good results and felt that the meeting was time well spent; she then proceeded to give specific comments made about the meeting. She suggested that it may be useful to have a running list of Steering recommendations.
- A member said that a presenter made a comment about the Russian community that this member felt hurt by. Other members said they felt uncomfortable by this comment as well. The co-chairs will discuss an appropriate action step on this matter.
- The Steering Committee discussed how to handle discussions about presentations made during council meetings. Frank suggested that it would be a good idea to include a "standard processing time" during each Council meeting for members to discuss the presentations and comments made by guests during presentations. He also suggested

that it might be useful to give guests a description of the HPPC and a list of expectations when presenting to the Council.

- Israel suggested that council members should utilize the Co-Chairs during council meetings if a process issue is noted, by passing a note to one of the Co-chairs asking them to address the issue. Gwen recommended that the diversity training include a discussion on leadership related to process issues. Kathleen suggested adding a box to the evaluation form for confidential remarks.

#### Committee Updates

- New Approaches-Joani reported that the committee is “grappling” with the scope of work for this year. They are working on categorizing all items that have been raised and then prioritizing their work. The group will finalize their scope of work at the March 16<sup>th</sup> meeting.
- Evaluation Committee- Frank reported for Perry, who could not attend the meeting today. Frank said that they have outlined the priorities for a strategic plan for evaluation for San Francisco. They have had a discussion about the CDC PEMS in comparison to ELI.
- Prevention with Positives- Ed said they are discussing the composition of the committee; it was decided to allow one professional staff member from the HIV Health Services Section and one from HIV Prevention to have voting privileges in the committee. They also began brainstorming a list of priorities for HIV positive people.
- Membership/CLC- The focus of this committee has been on setting up the training on the Plan which is scheduled to be held in April and May; the training will consist of three modules. The committee is also discussing the next diversity training, and community meetings. The group will finalize their timeline at the next meeting.
- Tracey passed around applications from three people wishing to join the committees as Community Members. Steering members reviewed the applications and voted to approve all three by consensus. Joseph McMurray and Brett Andrews for Prevention With Positives, and Sabrina Suico for New Approaches to Prevention.

#### 5. Review Draft Council Agenda for March 11

- Tracey handed out the agenda for the March 11 Council meeting; after reviewing and discussing the agenda it was decided that on “Reaching Transgender Communities: A Panel Presentation” the focus should be limited to male to female transgendered individuals. At the April

meeting the Council will focus on female to male transgendered people.

6. Review Parking Lot and Plan April Council meeting

Lisa distributed a list of three issues for discussion in the Parking Lot:

1. Presentation on risk behavior among Injection Drug Users (J. Newmeyer, 2.12.04)
2. A presentation by Rafael Diaz on interventions dealing with networking and community-level work (J. Marinoff 2.12.04)
3. Panel presentation on directly funded agencies. (S. Tierney 2.12.04)

This list will be added to at the March 11 meeting and then the Steering Committee will plan agendas based on the parking lot at its next meeting.

7. Closure and Evaluation

- The meeting concluded at 5:00 PM; the next Steering Committee meeting is scheduled for March 25, 2004 from 3:00 – 5:00 PM.



**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, March 25, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

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|--|----------------|
| 1. Welcome and Announcements                       | 3:00 – 3:05 PM |
| 2. Public Comment                                  | 3:05 – 3:15 PM |
| 3. Council and Committee Updates                   | 3:15 – 3:30 PM |
| ➤ Review Process Evaluation Notes from March 11    |                |
| ➤ Committee and Co-Chair Updates                   |                |
| 4. Review Draft Council Agenda for April 8         | 3:30 – 3:45 PM |
| 5. Review Parking Lot and Plan May Council Meeting | 3:45 – 4:00 PM |
| 6. Consensus Data Review Process                   | 4:00 – 4:15 PM |
| 7. Update: City, State, Federal and UCHAPS         | 4:15 – 4:30 PM |
| 8. New Business                                    | 4:40 – 4:50 PM |
| 9. Closure and Evaluation                          | 4:50 – 5:00 PM |

**Next Meeting: April 22, 2004, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
March 25, 2004  
3:00 – 5:00 PM  
Minutes

**Members Present:** Israel Nieves-Rivera, Steven Tierney, Joani Marinoff, Andre Robertson, Edward Byrom, Perry Rhodes III

**Members Absent:** Gwen Smith, Barbara Adler, Frank Strona

**Prevention and Support Staff:** Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker)

**1. Welcome and Announcements**

Israel welcomed the Steering Committee members. There were no announcements.

**2. Public Comment: None**

**3. Council and Committee Updates**

- Evaluation Committee- Perry reported that at their last meeting they focused on creating a strategic plan for evaluation. At the next meeting, April 1, they will begin the development of strategic plan.
- Membership/CLC- The March meeting was spent working on a timeline of events for the year which will include a Diversity Training; also on May 11 and 25 a three hour training on the Plan is scheduled. Andre said that the Council should do more outreach to neglected neighborhoods in the City including Potrero Hill. Some members suggested that it might be good to hold the Diversity Training earlier in the year, however due to the need for planning it might not be possible to do that.
- New Approaches- Joani said that they are working on their timeline for the year and that things are "moving along well" for the committee.

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- Prevention with Positives- Tracey reported that the CARE Council was considering whether to make Prevention with Positives a home committee for their members; the idea was ultimately turned down due to the large amount of work that the CARE Council already has. Two applications for community members wishing to join Prevention with Positives were passed around (Anthony Huynh and Jeff Leiphart); Steering reviewed the applications and voted to approve them.
- Process Evaluation- Kathleen went over the process observation results of the March 11 Council meeting; she said that most members reported getting a lot out of the meeting. She discussed four specific recommendations that members made about the meeting which included getting a better sound system for Council meetings at Walden House. The April Council meeting will focus on HIV transmission in the Female to Male Transgender Community. Steven suggested sending an e-mail to FTM International intervention about the presentation.
- Israel noted that during Council meetings when guests make presentations they need to provide specific examples of what they would like the Council to do or what they would like to see happen in the community; in other words "what action can be taken by Council" to address the issues raised by the guest presenter?
- Because of budget cuts Kathleen will now be attending only one Steering and Council meeting of each quarter, the first meeting of the quarter. Process evaluations will still take place by zoomerang after each meeting. She will do a quarterly synopsis of things that happen at Council and committee meetings.
- Israel led a discussion of publicly made vs. non-publicly made comments to the Council and how they are to be treated differently. The discussion was the result of two comments that had been made at Council: in one situation a presenter had made a comment about the Russian community that a member felt was hurtful and the member later publicly brought up the issue; in the other situation a member was addressed as "she" when he identifies as "he," however it was not publicly acknowledged. Steven reported that the other comment was addressed personally between the two parties. Israel said that if a negative or hurtful comment is made at Council it is only appropriate for Council to take action if the comment is publicly acknowledged; if the comment was not acknowledged by Council then it is not appropriate for Council to comment on it. Steven felt that if a presenter makes a questionable comment to the Council then the presenter should first be asked to explain what they meant before they are asked to apologize for the comment.

**4. Review Draft Council Agenda for April 8**

- Tracey gave out a draft copy of the agenda for the April Council meeting. At the meeting reports will be given on the "Ryan White National Youth Conference" and "Prevention Issues in Female to Male Transgender Communities". Steering talked about possible presenters for the meeting and trying to keep diversity in the presenters.
- Tracey reported the 2004 HIV Prevention Plan would be going to the printers that night. They hope to have copies ready to give out at Council on April 8.

**5. Review Parking Lot and Plan May Council Meeting**

- Steering Committee reviewed a list of Parking Lot issues for 2004 they decided that the theme for the year would be "Putting the Plan into Action". At the May Council meeting they will try to get Rafael Diaz to do a presentation on "Interventions Dealing with Networking and Community-Level Work". If Rafael Diaz is not available the topic for the meeting will be "Injection Drug Users."

**6. Consensus Data Review Process**

- Steven said that every three years or so the DPH has held a "consensus" meeting to present data on the epidemic from many sources and come up with one prevalence and one incidence estimate for each BRP. This year they would like the HIV/AIDS numbers sent in and then they will have a Council meeting for public comment. A motion was made and passed to recommend this format to the full Council.

**7. Update: City, State, and Federal UCHAPS**

- Steven reported that last year a working group of the Council was established to do revisions if there were any cuts to the budget; it created five priorities to focus on. The City initially lost \$1 million of \$3 million its prevention budget but later got the money back from the Board of Supervisors. It looks like for 2004/05 the City will get \$2 million but will not receive a \$1 million "add back".
- UCHAPS- At the most recent meeting each member city in the program focused on how rapid testing of HIV was being implemented in their community. UCHAPS is also reviewing its goals for the year.

**8. New Business**

- Since Marcel Miranda is leaving his current job he will no longer fill an STD seat on the Council. Steven made a motion to keep Marcel on the Council for the rest of the year but move him into an open seat as a community member; the motion was voted on and passed.

**9. Closure and Evaluation**

- The meeting concluded at 5:00 PM; the next Steering Committee meeting is scheduled for April 22, 2005 from 3:00 – 5:00 PM.

HIV Prevention Planning Council (HPPC)  
Steering Committee  
February 26, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Barbara Adler, Frank Strona, Joani Marinoff, Gwen Smith, Edward Byrom

Members Absent: Steven Tierney, Andre Robertson, Perry Rhodes, III

Prevention and Support Staff: Tracey Packer (HPS), Lisa Reyes (HPS), Eileen Loughran (HPS), Kathleen Roe (CHSG), Dara Coan (Harder + Co), Allison Weston (Harder + Co), Stacy Gratton (Minute-Taker).

1. Welcome and Announcements
2. Public Comment: None.
3. Welcome New Steering Committee At-Large Members
  - The Committee welcomed Barbara Adler and Frank Strona, the new At-Large Steering Committee members.
4. Council and Committee Updates
  - Kathleen passed around the process evaluation results from the February Council meeting: she said that members gave the meeting very good results and felt that the meeting was time well spent; she then proceeded to give specific comments made about the meeting. She suggested that it may be useful to have a running list of Steering recommendations.
  - A member said that a presenter made a comment about the Russian community that this member felt hurt by. Other members said they felt uncomfortable by this comment as well. The co-chairs will discuss an appropriate action step on this matter.
  - The Steering Committee discussed how to handle discussions about presentations made during council meetings. Frank suggested that it would be a good idea to include a "standard processing time" during each Council meeting for members to discuss the presentations and comments made by guests during presentations. He also suggested

that it might be useful to give guests a description of the HPPC and a list of expectations when presenting to the Council.

- Israel suggested that council members should utilize the Co-Chairs during council meetings if a process issue is noted, by passing a note to one of the Co-chairs asking them to address the issue. Gwen recommended that the diversity training include a discussion on leadership related to process issues. Kathleen suggested adding a box to the evaluation form for confidential remarks.

#### Committee Updates

- New Approaches-Joani reported that the committee is “grappling” with the scope of work for this year. They are working on categorizing all items that have been raised and then prioritizing their work. The group will finalize their scope of work at the March 16<sup>th</sup> meeting.
- Evaluation Committee- Frank reported for Perry, who could not attend the meeting today. Frank said that they have outlined the priorities for a strategic plan for evaluation for San Francisco. They have had a discussion about the CDC PEMS in comparison to ELI.
- Prevention with Positives- Ed said they are discussing the composition of the committee; it was decided to allow one professional staff member from the HIV Health Services Section and one from HIV Prevention to have voting privileges in the committee. They also began brainstorming a list of priorities for HIV positive people.
- Membership/CLC- The focus of this committee has been on setting up the training on the Plan which is scheduled to be held in April and May; the training will consist of three modules. The committee is also discussing the next diversity training, and community meetings. The group will finalize their timeline at the next meeting.
- Tracey passed around applications from three people wishing to join the committees as Community Members. Steering members reviewed the applications and voted to approve all three by consensus. Joseph McMurray and Brett Andrews for Prevention With Positives, and Sabrina Suico for New Approaches to Prevention.

#### 5. Review Draft Council Agenda for March 11

- Tracey handed out the agenda for the March 11 Council meeting; after reviewing and discussing the agenda it was decided that on “Reaching Transgender Communities: A Panel Presentation” the focus should be limited to male to female transgendered individuals. At the April



meeting the Council will focus on female to male transgendered people.

6. Review Parking Lot and Plan April Council meeting

Lisa distributed a list of three issues for discussion in the Parking Lot:

1. Presentation on risk behavior among Injection Drug Users (J. Newmeyer, 2.12.04)
2. A presentation by Rafael Diaz on interventions dealing with networking and community-level work (J. Marinoff 2.12.04)
3. Panel presentation on directly funded agencies. (S. Tierney 2.12.04)

This list will be added to at the March 11 meeting and then the Steering Committee will plan agendas based on the parking lot at its next meeting.

7. Closure and Evaluation

- The meeting concluded at 5:00 PM; the next Steering Committee meeting is scheduled for March 25, 2004 from 3:00 – 5:00 PM.



**HIV Prevention Planning Council  
Steering Committee  
Thursday, April 22, 2004  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
San Francisco**

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Agenda

- |  |                |
|--|----------------|
| 1. Welcome and Announcements                                       | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Council and Committee Updates                                   | 3:15 – 3:45 PM |
| ➤ Review Process Evaluation Notes and<br>Action Items from April 8 |                |
| ➤ Discuss Chata's Letter at 4/8 HPPC Meeting                       |                |
| ➤ Committee and Co-Chair Updates                                   |                |
| 4. Review Draft Council Agenda for May 13                          | 3:45 – 4:00 PM |
| 5. Review HPPC and Committee Attendance                            | 4:00 – 4:15 PM |
| 6. 2004 Plan Rollout   | 4:15 – 4:30 PM |
| 7. Update: City, State, Federal and UCHAPS                         | 4:30 – 4:40 PM |
| 8. New Business  | 4:40 – 4:50 PM |
| 9. Closure and Evaluation  | 4:50 – 5:00 PM |

**Next Meeting: May 27, 2004, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
April 22, 2004  
3:00 – 5:00 PM  
Minutes

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Members Present: Israel Nieves-Rivera, Gwen Smith, Barbara Adler, Andre Robertson, Edward Byron, Perry Rhodes III, Frank Strona

Members Absent: Steven Tierney, Joani Marinoff

Guest Present: Jason Riggs (STOP AIDS Project)

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements

- Israel announced that he was asked to be a presenter at the plenary session of HIV Prevention Leadership Summit (HPLS); Lisa said that she has also been asked to be a presenter for a workshop.
- Frank said that he will be going to graduate school; he will also be a presenter on gay men's health at the International AIDS Conference in Bangkok.

2. Public Comment

- Jason Riggs from STOP AIDS Project commented on CDC budget cuts to local HIV service providers. STOP AIDS did not receive a pre-decisional site visit, which indicates that the agency will probably not receive funding.
- Locally 13 service providers submitted applications to CDC; of those 13 organizations only 3 were granted visits. For the three organizations that did receive site visits there is still no guarantee that they will be funded. The loss of CDC funding could be devastating to an organization; besides San Francisco the cities of Los Angeles, Chicago, and Houston also expect to receive cuts.
- With several local HIV service providers looking at losing CDC funding next year Jason asked the Steering Committee for some information on service gaps. The committee made suggestions and talked about

how the Council could help; Gwen said that his questions would be sent to Co-chairs. He asked the HPPC for assistance by responding to the issues listed below:

1. Clarification on HPPC public stance on CDC's new initiative, Advancing HIV Prevention (including priorities and funding),
2. The HPPC's stance on emerging funding picture based on the cuts expected in direct CDC funding,
3. How will the HPPC define the gaps in services left by these gaps, and
4. How will the HPPC address the gaps in services?

### 3. Review and Approve Minutes from March 25, 2004

- The committee reviewed the minutes and voted to approve them with one abstention.

### 4. Council and Committee Updates

- Process Evaluation: Kathleen gave out copies of the Process Observation memo for the April 8 Council meeting. She said that responses to the meeting were good but some people reported wanting more time for discussion.
- There had been comments made that Mathew Blanchard's name was left out of the 2004 Plan; Tracey said that problem has since been corrected.
- Kathleen said that when ideas come out of a Council meeting there should be some sort of "rapid response" in place so that the ideas could be listed in a written draft format within a day or two instead of waiting a month for the minutes to come out. The committee welcomed the idea but Israel stressed that there must be time given for members to review the comments before they are formally distributed otherwise members could be misquoted.
- Frank commented that people who present to the Council should be given a better idea of what is expected of them. Tracey responded that presenters are told what is expected of them. Israel said that meeting co-chairs should check-in with the presenter on the day of the meeting prior to their presentation.
- Action Items from April 8: The Steering Committee discussed the "Recommendations and Action Steps for MTF and FTM Communities" from the April 8 Council meeting; after discussing each recommendation, the Steering Committee decided which committee could best handle it. The list along with the recommendations for

handling each item will be updated and sent to Council members by e-mail. See below for the list.

- Chata's Letter at April 8 Council Meeting: Chata had requested that the Council to take a stand on churches and other religious organizations work against HIV prevention efforts. Committee members felt that if a letter were to be written the tone should be in the most polite, respectful manner possible. Israel suggested establishing a dialogue between the Council and various faith based groups or having a sort of "faith based initiative". Other members suggested writing letters expressing concern over condom restrictions. Israel will sum up the various ideas and take them to Chata for discussion and get back to Steering.
- Committee and Co-chair Updates: *Tabled until May meeting.*

## 5. Closure and Evaluation

- The meeting concluded at 5:00 PM. The next Steering Committee meeting is scheduled for May 27 from 3:00 – 5:00 PM.





Recommendation	HPPC	Co-Chairs	DPH	Community Member
<b>Technical Assistance and Training for Providers</b>				
<ul style="list-style-type: none"> <li>Create guidance for public service sector including SFGH and funded agencies – regarding the use of appropriate pronouns</li> </ul>			<ul style="list-style-type: none"> <li>Letter for mandatory annual training for MDs, RNs</li> </ul>	
<ul style="list-style-type: none"> <li>Create brochure or pamphlet from information from 3/11 and 4/8 Council meetings for medical providers</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>Develop "cheat sheet"</li> </ul>	
<ul style="list-style-type: none"> <li>Finding money for provider training in working with the FTM population</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>			
<ul style="list-style-type: none"> <li>Funding for training regarding transgender communities could be part of the budget for rapid testing</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>CTR-Terri</li> </ul>	
<ul style="list-style-type: none"> <li>Rather than money into research fund the provision of info and sensitivity training to providers</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Prevention Interventions</b>				
<ul style="list-style-type: none"> <li>Design an element of prevention for partners of transgender men</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Sent to New Approaches to Prevention Committee (NAP)</li> <li>Sent to NAP</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Develop comprehensive safe sex training for FTMs</li> </ul>	<ul style="list-style-type: none"> <li>Sent to NAP</li> </ul>			
<ul style="list-style-type: none"> <li>Develop training materials relating the risks inherent in sex work for both FTM and FTM populations</li> </ul>	<ul style="list-style-type: none"> <li>Sent to NAP</li> </ul>		<ul style="list-style-type: none"> <li>Research what is available</li> </ul>	
<ul style="list-style-type: none"> <li>Find creative ways to deal with hidden populations (i.e. men who do not admit to having sexual relations with men)</li> </ul>	<ul style="list-style-type: none"> <li>Sent to NAP</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> </ul>	
<b>Data Needs</b>				
<ul style="list-style-type: none"> <li>More research done regarding transgender population.</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Include FTM and MTF</li> </ul> </li> </ul>			CAPS
<ul style="list-style-type: none"> <li>Updating data on HIV risks specifically by the gay and bisexually identified FTM population</li> </ul>			<ul style="list-style-type: none"> <li>✓</li> </ul>	
<ul style="list-style-type: none"> <li>State be made aware of the inadequacies of the data available and/or being captured on this population's risk</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

	behavior (HIV6, ELI)			
Policy				
➤ Work with SF Police to decrease harassment of transgendered people (deliverable: reach police, MUNI bus drivers, etc.)		✓		✓ Work with Human Rights Commission

HIV Prevention Planning Council  
Steering Committee  
Thursday, May 27, 2004  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
San Francisco

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Agenda

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Council and Committee Updates   | 3:15 – 3:45 PM |
| > Review Process Evaluation Notes and<br>Action Items from April and May |                |
| > Committee and Co-Chair Updates   |                |
| 4. Review Draft Council Agenda for June 10                               | 3:45 – 4:00 PM |
| 5. 2004 Plan Rollout and Training  | 4:00 – 4:15 PM |
| 6. Review HPPC and Committee Attendance                                  | 4:15 – 4:30 PM |
| 7. Update: City, State, Federal and UCHAPS                               | 4:30 – 4:40 PM |
| 8. New Business  | 4:40 – 4:50 PM |
| 9. Closure and Evaluation  | 4:50 – 5:00 PM |

**Next Meeting: June 24, 2004, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council  
Steering Committee  
May 27, 2004

Minutes

**Members Present:** Barbara Adler, Israel Nieves-Rivera, Andre Robertson, Frank Strona, Steven Tierney.

**Members Absent:** : Edward Byrom, Perry Rhodes III, Gwen Smith.

**Staff and Consultants:** Allison Weston, Kym Dorman (Harder+Co.), Vincent Fuqua, Lisa Reyes, Eileen Loughran, Tracey Packer (HPS).

**1. Welcome, Introductions, and Announcements:** Steven welcomed the group and asked each to introduce and announcements.

- Barbara announced that anonymous testing would be conducted Sunday during Pride weekend at 1930 Market. It is also National Testing Day that day, June 27.
- Steven announced the Institute of Medicine (IOM) Report, "Public Financing and Delivery of HIV/AIDS Care" has been published and calls on the federal government to expand its role in providing access to HIV care and treatment for low income individuals at or below 25% of the national poverty rate.
- Tracey announced that Gwen is away at the African American HIV University. Perry also called to say he would not be in. She said she was interviewed by KALW on the 2004 HIV Prevention Plan.
- Steven announced that in an effort to reach gay men of color, CDC has offered \$10-15,000 to HPS to reach Black and Latino men during gay pride to promote rapid testing among men of color.

**2. Public Comment:** None.

**3. Council and Committee Updates:**

*Review Process Evaluation Notes and Action Items from April and May:* The members reviewed the evaluation results and memo. It was noted that attendance was low that day. It was suggested that the HPS remind members to call if they are unable to attend meetings.

*Committee and Co-Chair Updates:*

CLC/Membership: Andre reported that the committee has considered membership recruitment for this year. Gaps, so far, in membership have been identified as active/former drug users, faith-based representation, and heterosexually identified MSM. The committee will be proposing to the HPPC that SCANs be conducted in Visitacion Valley and Potrero Hill neighborhoods, with Visitacion Valley (VV) planned for this year and Potrero Hill for next year. The committee was urged to present the reasons for prioritizing these neighborhoods, including the high STD rates and few services in VV.

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The Steering Committee approved the recommendation for the SCAN priorities to be presented to HPPC by consensus.

**New Approaches to Prevention:** Eileen and Vincent reported that Joani Marinoff has stepped down as co-chair (and Steering Committee representative). No new chair has been elected to work with Loris yet. The committee will be meeting Mondays only, rather than a staggered schedule. Steven reported that the committee is looking at how to get people into prevention. The two populations discussed at the last meeting are out-of-school youth and FTM transgendered persons.

**Prevention with Positives:** Barb reported that the committee is working on developing guidance for programs reaching positive people. Israel suggested that the group consider the difference between reaching recently diagnosed and long-term positives, especially with disclosure.

**Evaluation:** The Evaluation Committee is progressing on the development of the strategic plan for evaluation.

#### **4. Review Draft Council Agenda for June 10:**

The committee reviewed the agenda and made the following suggestions:

- Ensure that Rafael allows for discussion and questions.
- During the action steps, break into small groups to focus on implications specific to race/ethnicity, gender, ages, etc.
- Include in Steering Committee report the update on church/condoms issues and the follow-up issues from April and May.

#### **5. Review HPPC and Committee Attendance:**

The committee reviewed absences for committee meetings and made the following recommendations:

- W. Davis: Has not attended committee this year. Send letter to her to thank her for applying and suggest she apply next year to participate.
- M. Discepola: Has had high number of absences from both council and committee. Has requested a leave of absence for professional and personal reasons. Co-Chairs will address this at Co-Chairs meeting, but he should be warned that an additional absence during his current term would jeopardize his membership.
- S. Suico: Has not attended committee this year. Send letter to her to thank her for applying and suggest she apply next year to participate.
- K. Pearce: Has had several absences from PWP. Recommend that Co-Chairs Ed or Keith check in with him.

#### **6. Update: City, State, Federal and UCHAPS:**

**Federal:**

The next UCHAPS meeting is June 20-21, SF will present on the local response to AHP.

**State:** SF received \$43,000 for including Hep C education. SF did not receive \$100,000 for satellite needle exchange program.



City: City prevention funding is level for 2004-2005 and at this point budget is at \$3,711,834.

Steven reported that the HIV Prevention Section plans to release an RFP for all prevention funding in November 2004 with a due date of February 2005.

## **8. New Business**

### *San Francisco Leadership Initiative:*

Steven provided an overview of the current activities related to the San Francisco Leadership Initiative. He noted that the workshop on mergers, acquisitions, collaborations, etc. was successful and that additional workshops are requested, especially regarding materials review processes, definitions of outreach, and tracking referrals. The SFLI and HPPC will host a seminar on tracking methods by experts from other parts of the US. SF could probably come up with our own system and applicants could be informed of this system at a meeting about the RFP. OD/TA might be able to address this.

- It was suggested that regarding Prevention with Positives, that SF should define our target populations.
- It was also suggested that HPPC include faith-based leaders in meaningful dialogue about HIV prevention. Steven will take action steps with others before the next meeting.
- It was suggested that there is a need for workshops and leadership on what interventions are, to address the actual needs of communities, in relation to other health issues, such as the connection to mental health.
- It was raised that SF should develop standards of excellence of our own and methods to determine how we know that what we are doing is effective
- Frank: RFP should address drug treatment, residential, jail work. Outcomes are usually based on intent to change behavior because participants aren't allowed to have sex while in treatment or in jail. There are a fixed number of clients.
- A working group with honesty was suggested.
- Barbara said that the longer turnaround for RFP allows for creativity and hopefully allow for agencies to continue to change or grow.
- SFDPH was encouraged to require creativity and not continue to fund same type of programs.
- Steven said that members should continue to put ideas together (e-mail additional ideas to him or Tracey)
- Tracey suggested that the next phase of Plan training could include these ideas.

- New Approaches to Prevention could present, here are new ideas, here are some directions you may want to go.

9. **Closure and Evaluation:** Meeting adjourned at 5:00 pm.

**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, June 24, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Council and Committee Updates                                    | 3:15 – 3:40 PM |
| ➤ Review Process Evaluation Notes (June)                            |                |
| ➤ Committee and Co-Chair Updates                                    |                |
| 4. Follow up on public comment from STOP AIDS Project (Jason Riggs) | 3:40 – 3:50 PM |
| 5. Steering Committee Follow Up: Action Items from May and June     | 3:50 – 4:10 PM |
| 6. Cooperative Agreement Application 2005: Guidance and Timeline    | 4:10 – 4:20 PM |
| 7. Review Draft Council Agenda for July 8                           | 4:20 – 4:30 PM |
| 8. Review HPPC and Committee Attendance                             | 4:30 – 4:40 PM |
| 9. Update: City, State, Federal and UCHAPS                          | 4:40 – 4:50 PM |
| 10. New Business  | 4:50 – 4:55 PM |
| 11. Closure and Evaluation  | 4:55 – 5:00 PM |

**Next Meeting: July 22, 2004, 3:00 – 5:00 p.m.**

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Donna Hall  
Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, FAX: (415) 554-7854  
E-mail: Donna.Hall@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.sfgov.org](http://www.sfgov.org)

To inspect documents referred to on agenda, please contact: Emma Harper, Department of Aging and Adult Services, 875 Stevenson Street, 3<sup>rd</sup> Floor, San Francisco, CA 94103, Office: (415) 355-6783, Fax: (415) 355-6785, E-mail: [Emma.Harper@sfgov.org](mailto:Emma.Harper@sfgov.org)

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## **SOUND-PRODUCING ELECTRONIC DEVICES PROHIBITED**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.



HIV Prevention Planning Council (HPPC)  
Steering Committee  
June 24, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Gwen Smith, Barbara Adler, Andre Robertson, Edward Byron, Perry Rhodes III, Frank Strona, Steven Gibson, Catherine Geanuracos, Steven Tierney.

Guest Present: Charles Klein (AO)

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements

- Charles Klein announced that in a few months the AIDS Offices will be launching its own web site, [www.sfhiv.org](http://www.sfhiv.org); they are currently in the process of soliciting ideas for the HPPC's page on the site. Tracey suggested creating a subcommittee to come up with ideas for the Council's page; members could talk about whom they are and their views on the page. Steering will refer this to Council and Membership/CLC for review at their July meeting.
- A committee of representatives of the AIDS Office will have responsibility for approving the content of the web page; nothing will be allowed on the page without their prior consent.

2. Public Comment

- None.

3. Review and Approve Minutes from May 27, 2004

- The committee reviewed the minutes and voted to approve them with four abstentions (Gwen Smith, Steven Gibson, Catherine Geanuracos, Perry Rhodes, and Edward Byron).

4. Council and Committee Updates

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*Process Evaluation Notes:* Kathleen Roe was not due to attend the June meeting; Tracey facilitated the discussion. She summarized the comments from the June meeting as positive in general, however, Kathleen noted that either attendance for the last couple of meetings has declined or fewer people are completing the evaluation forms.

*Committee Updates:*

Evaluation: The committee has been focusing their attention on developing the strategic plan.

Prevention with Positives: The committee hopes to have a presentation ready for the August Council meeting. Israel asked "is there a standard of care for prevention?" Catherine said that there is for care and treatment but she is not sure about prevention; there was discussion about what would be commensurate for prevention.

New Approaches: At their June meeting they focused on MSM using the internet to look for sex. They also discussed HIV disclosure when meeting people online. In August they will be discussing straight identified MSM and the Bayview neighborhood.

Membership/CLC: They are looking at gaps on the Council and the possible recruitment of new members. They have also started to do some preliminary work on the Visitacion Valley SCAN which will be conducted later this year. The committee also did some brainstorming on the diversity training which is set for September.

5. Follow Up On Public Comment from STOP AIDS Project (Jason Riggs)
  - A proposal has been made to ask the three agencies in San Francisco that were awarded CDC direct funding to talk about their services at the July Council meeting; the goal is to determine possible service gaps. It was decided that Jason Riggs should be invited to attend.
6. Steering Committee Follow Up: Action Items
  - Tracey handed out copies of the *Recommendations for Action Steps* from the May 13 and June 10 Council meetings; members discussed the items as well as which committee the item should be referred to. These will continue to be discussed at Steering Committee meetings.
7. Cooperative Agreement Application 2005: Guidance and Timeline
  - The guidance from CDC to states and cities with Cooperative Agreements is scheduled for release in the last week of June and will

allow for a six month window of time for the review of operations. It will be presented to the HPPC Council at the July meeting and in August the Council will have an opportunity to vote on their response. [Update: The guidance has not yet been published by CDC.]

8. Review Draft Council Agenda for July 8

- Steering discussed the agenda for the July Council meeting which will include work on the 2005 Cooperative Agreement application and a presentation on CDC directly funded organizations. There will be time for small group discussion on service gaps.
- Each of the directly funded organizations would be given 10 minutes for their presentation and then time for questions and answers. They will be asked to present target population, interventions, location of services, and how they would like to work with HPPC in the future. There will be time for small group discussion on service gaps. To aid the discussion there should be information showing which services were previously funded and what will now be funded; the information could be sent to members in advance of the meeting if available. Jason Riggs should be invited to attend the meeting.

9. Review HPPC and Committee Attendance

- This agenda item will be tabled until the July meeting.

10. Update: City, State, Federal and UCHAPS

- Steven Tierney reported that the next CDC National Prevention Council (HPLS) may be held in San Francisco. In late July the new head of the CDC Prevention, Janet Collins, will be coming to the City.
- Gwen reported that she presented at the HPLS conference in Atlanta, guests in attendance were very interested in hearing what was being done in San Francisco.
- UCHAPS: A UCHAPS meeting was held at the end of the conference. Israel, Gwen, Steven, and Lisa attended.

11. Closure and Evaluation

- The meeting adjourned at 5:00 PM. The next scheduled Steering Committee meeting is set for July 22, from 3:00 – 5:00 PM.



HIV Prevention Planning Council (HPPC)  
Steering Committee  
July 22, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Gwen Smith, Barbara Adler, Edward Byron, Perry Rhodes III, Steven Tierney

Members Absent: Andre Robertson, Frank Strona, Steven Gibson

Guest Present: Henry Fisher Raymond

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements

- Steven announced that Janet Collins, the Interim Director of the CDC Center for HIV/STD/TB Prevention, will be visiting San Francisco next week. Steven is scheduling a luncheon between Ms. Collins and the Council; it will be an opportunity for the two to meet each other. Steven will e-mail the details to people.

2. Public Comment

- None.

3. HIV/AIDS Statistics and Epidemiology Section: Update on National HIV Behavioral Surveillance

- Henry led a discussion of the Behavioral Surveillance Study on MSM that is currently being conducted in San Francisco; the study is part of a larger nationwide study that is being conducted in 25 cities. Henry discussed how participants of the study have been found, the methodology used, and the results of the study thus far (available for absent members at HPS.)
- The study began in December. For the first year of the study the focus will be on the MSM community. The second year of the study will focus on the IDU community. Henry asked the committee "how do wealthy and middle class IDUs get their needles?"

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#### 4. Council and Committee Updates

##### *Process Evaluation:*

- Kathleen presented the results of the July Council meeting; she stressed that everyone needs to make an effort to complete the evaluation form at the end of each meeting. She reported that the Co-chairs committee recommended that the use of "icebreaker questions" be reinstated at the start of meetings.
- Representatives of the three local CDC directly-funded organizations were invited to attend the July Council meeting; the representatives of Native American Health Center could not attend. Co-chairs was concerned with how interaction with those organizations went. Kathleen suggested "keeping questions and concerns within the context of the Plan." She wanted Council members not to be afraid of being straight forward in communicating in light of the upcoming RFP. She presented a list of several recommendations.

##### *Committee Updates:*

**Prevention with Positives:** One of the committees co-chairs, Keith Folger, is leaving the Council; Barbara Adler has been elected as the new co-chair for Prevention with Positives. The committee also had a presentation from Michael Shriver on his article *Structural Intervention to Encourage Primary HIV Prevention among People Living with HIV*. They also discussed how CARE and HPPC could better work together.

**New Approaches:** Eileen reported that the committee is discussing interventions for high risk populations, such as gay men using the internet to find sex. The committee is discussing the idea of sex education one on one for men and condom education. In August New Approaches will focus on heterosexual men and the Bayview community.

**Membership/CLC:** The committee is working on organizing the Visitation Valley SCAN; Lisa reported that they have 13 – 15 CAB members for the SCAN. On Wednesday, July 28 from 5 – 7 PM they will hold the first CAB meeting at 333 Schwerin Street in Visitation Valley. Lisa said that Membership/CLC is also working on organizing the "Building Community & Communication (Diversity)" training which is set for the fall. Additionally, the committee is discussing recruiting new members for the Council and they had a presentation on the HPPC's web page on the new DPH website.

5. Cooperative Agreement Application 2005

- Steven reported that they are still waiting for the Guidance for the new Cooperative Agreement; it should arrive soon, when it does it will be e-mailed to members to review. Steven said that he would like to put discussion of it on the agenda for the August meeting.

6. Review Draft Council Agenda for August 12

- Steering discussed the agenda for the August Council meeting. Steven said that he would like a discussion of the RFP near the beginning of the meeting; it was planned to have speaker from NAHC and someone from NAAP to present the results of the Rapid Assessment of the 2-Spirit community. A question may be "the roles or 'hats' that Council members wear in relation to the RFP."

7. Review HPPC and Committee Attendance

- The number of absences that members are allowed was discussed. Steven said that the Council guidelines state that if a member has three absences they should be mailed a warning letter. Additionally, the co-chairs of each committee should check-in with the committee members to find out why they are having a problem with attendance.

8. Update: City, State, Federal and UCHAPS

- Steven reported that CDC staff working on PEMS visited San Francisco last week would like San Francisco to be one of their pilot cities.
- Janet Collins, the CDC interim Director of HIV/STD/TB prevention, will be in San Francisco during the week of July 25. Steven will try to set a meeting with her and he will let members know.

9. New Business

- Steven recommended that the Council host a series of "brown bag lunch workshops". These workshops could provide training in subjects like grant writing and the Plan. A motion was made that the SF Leadership Initiative should organize the lunch workshops; the motion was voted on and approved.
- A motion was also passed that New Approaches should review CDC's promoted interventions "DEBI – Diffusing Effective Behavioral Interventions and REP".

10. Closure and Evaluation

- The meeting concluded at 5:00PM. The next Steering Committee meeting is scheduled for August 26, 2004 from 3:00 – 5:00PM.



**≡ HIV Prevention Planning Council**  
**≡ Steering Committee**  
**Thursday, August 26, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**— San Francisco**

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AUG 20 2004

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**≡ Agenda**

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|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes from July 22 (vote)   | 3:15 – 3:20 PM |
| 4. Council and Committee Updates   | 3:20 – 3:50 PM |
| ➤ Review Process Evaluation Notes for August 12  |                |
| ➤ Committee Updates: (includes approval of Community Member for New Approaches to Prevention)    |                |
| ➤ Co-Chair Update  |                |
| 4. Cooperative Agreement Application 2005:<br>Guidance and Timeline for HPPC Review and Approval | 3:50 – 4:00 PM |
| 5. Review Draft Council Agenda for September   | 4:00 – 4:15 PM |
| 6. Review of Attendance Policy (possible vote)   | 4:15 – 4:35 PM |
| 7. Update: City, State, Federal and UCHAPS   | 4:40 – 4:50 PM |
| 8. New Business  | 4:50 – 4:55 PM |
| 9. Closure and Evaluation  | 4:55 – 5:00 PM |

**Next Meeting: September 23, 2004, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, September 23, 2004**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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SEP 22 2004

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**Agenda**

- |  |                |
|--|----------------|
| 1. Welcome and Announcements   | 3:00 – 3:05 PM |
| 2. Public Comment  | 3:05 – 3:15 PM |
| 3. Approval of Minutes from June 24 & July 22 (vote)                 | 3:15 – 3:20 PM |
| 4. Council and Committee Updates                                     | 3:20 – 3:50 PM |
| > Review Process Evaluation Notes for September 9                    |                |
| > Committee Updates  |                |
| > Communication/Diversity Training                                   |                |
| > Co-Chair Update  |                |
| 5. Plan HPPC Meeting re RFP: Capacity Building                       | 3:50 – 4:00 PM |
| 6. Review Draft Council Agenda for October                           | 3:50 – 4:10 PM |
| 7. Review of Attendance Policy and Recommendation<br>(possible vote) | 4:10 – 4:25 PM |
| 8. Update: City, State, Federal and UCHAPS<br>(letter, DEBI)         | 4:25 – 4:35 PM |
| 9. New Business  | 4:35 – 4:55 PM |
| 10. Closure and Evaluation   | 4:55 – 5:00 PM |

**Next Meeting: October 28, 2004, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
September 23, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Gwen Smith, Barbara Adler, Edward Byron, Perry Rhodes III, Steven Tierney, Steven Gibson, Tae-Wol Stanley, Michael Cooley

Members Absent: Andre Robertson, Frank Strona

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Kathleen Roe (CHSG), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker), Raquel Tolston (AO Intern)

1. Welcome and Announcements
  - UCLA will be conducting a Prevention with Positives training at the AIDS Office at 25 Van Ness; the dates of the trainings are October 17 and November 17.
2. Public Comment
  - None
3. Approval of Minutes from June 24 and July 22 (*vote*)
  - The committee reviewed the minutes and unanimously voted to approve them.
4. Council and Committee Updates

*Process Evaluation:*

- Kathleen presented the *Process Evaluation* results of the September 9 Council meeting; she stated that the results of the meeting were good. She also stated that over the last few months people have been consistently rating the Council meetings as good.
- Kathleen discussed the results of the "icebreaker" question: she passed around a list of the *Skills or Characteristics You Value in a Leader* from the September Council meeting.

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### *Committee Updates:*

Prevention with Positives: Ed said that the last meeting was very balanced and productive: they continued their work on *Factors Affecting Service Delivery*.

Membership/CLC: Michael Cooley reported that the Community Building training will be held on Thursday, November 4 from 11AM – 5PM; Co-Action will facilitate the training which will be held at the offices of Harder + Co. The committee has been looking at gaps on the Council and has identified several communities that it wants to target its recruitment efforts in. Currently eight applications to join the Council have been submitted plus another 4 or 5 people have requested applications; Lisa discussed the qualifications for joining the Council. The next Visitation Valley SCAN meeting will be held on October 5 from 5 – 7PM.

Co-chairs: Steven Tierney announced that some organizations in Los Angeles County are recommending that California begin doing names reporting to ensure that HIV cases in CA are included in CDC's stats. This becomes even more important if CDC funds based on these numbers any time in the future.

Steven also noted that in December Gwen's term as Co-chair will end; she will, however, remain on the Council. Nominations will be called at the November council meeting.

Evaluation: Israel reported that Evaluation committee has completed most of its work for the year.

New Approaches: Steve Gibson reported the committee has been working on specific recommendations that they can present to the Council.

- Tracey said that two non-voting community members of New Approaches have asked to formally join that committee without joining the Council (Matt Jennings and Ben Peacock); this issue was discussed by Steering. A motion was made to allow the members to just join New Approaches; the motion was voted on and unanimously passed.

### 5. Plan HPPC Meeting Regarding RFP: Capacity Building

- Israel led a discussion on the bidders' conference and the timeline involved. The committee considered whether to have the capacity building training before or after the RFP is released in the second week of November.

- Steven Tierney recommended postponing a discussion on capacity building until the December Council meeting; he discussed the advantages to doing at that time. Israel suggested that it could be done in place of the October 28 Steering committee meeting.
- The group discussed having an HPPC-providers meeting on October 28; this meeting will be held instead of the Steering meeting for that month.

6. Review Draft Council Agenda for October

- Copies of the draft agenda for the October 14 Council meeting were given out; Kathleen led a discussion of the topics planned for the meeting.

7. Attendance

- Tracey led the committee in a review of the Council's attendance policy. Steven suggested that the issue be tabled until the December Steering committee meeting.

8. Update: City, State, Federal, and UCHAPS

- State: Steven Tierney will try to obtain a copy of the Los Angeles letter recommending the reporting of names so that the Council can review it. On October 7 Prevention will have a meeting focusing on the issue of names reporting.
- UCHAPS: In October UCHAPS will be having a meeting in Philadelphia; representatives of the CDC will be in attendance.
- National: The HIV Prevention Leadership Summit will be having their national conference in San Francisco in 2005.

9. Closure and Evaluation

- The meeting concluded at 5:00PM. The next Steering Committee meeting is scheduled for October 28, 2004 from 3:00 – 5:00PM.





≡ HIV Prevention Planning Council  
≡ Steering Committee  
Thursday, October 28, 2004  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
San Francisco

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OCT 25 2004

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≡ Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                          | 3:00 – 3:05 PM |
| 2. Public Comment                                     | 3:05 – 3:15 PM |
| 3. Approval of Minutes from September 23, 2004 (vote) | 3:15 – 3:20 PM |
| 4. Council and Committee Updates                      | 3:20 – 3:50 PM |
| > Review Process Evaluation Notes for October 14      |                |
| > Committee Updates                                   |                |
| > Communication/Diversity Training                    |                |
| > Co-Chair Update                                     |                |
| 5. Review Draft Council Agenda for December 9         | 3:50 – 4:10 PM |
| 6. New Business                                       | 4:10 – 4:30 PM |
| 7. Closure and Evaluation                             | 4:30 – 4:40 PM |

**Next Meeting: November 18, 2004, 3:00 – 5:00 p.m.**

**(Note: This is on a third Thursday instead of the normal fourth Thursday.)**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
October 28, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Israel Nieves-Rivera, Andre Robertson, Barbara Adler, Edward Byron, Perry Rhodes III, Steven Tierney, Steven Gibson, Frank Strona.

Members Absent: Gwen Smith

Prevention and Support Staff: Tracey Packer (AO), Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Allison Weston (Harder +Co), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
  - Andre announced that on October 30, Black Coalition on AIDS (BCA) will be having a casino night at the West Bay Conference Center; the event is a fundraiser for BCA.
2. Public Comment
  - None.
3. Approval of Minutes from September 23 (*vote*)
  - The committee reviewed the minutes and unanimously voted to approve them with one abstention (Perry Rhodes III).
4. Council and Committee Updates

*Process Evaluation:*

- The Process Evaluation memo was distributed for members to review; Tracey reported that the memo indicated that the meeting went well.

*Committee Updates:*

Prevention with Positives: Barbara stated that at the committee's October meeting they focused on feedback from their presentation to the Council. The HIV Health Services Planning Committee would like the committee to present to them in November or January. The committee would like to continue its work in the 2005 term.

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MAR 04 2005

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Membership/CLC: Andre reported that at the October Membership/CLC meeting they discussed 3 themes for the HPPC website; the themes will be:

1. "What is the impact on prevention efforts of people hooking up on line?"
2. "What does the concept of 'down low' mean in San Francisco?"
3. "What does it mean for straight identified men to have sex with transgender people (the transgender experience)?"

The committee is also in the process of recruiting new Council members; they will interview 14 applicants for 9 open seats. The Communication/Diversity Training will be held on November 4 from 11AM – 5PM at the offices of Harder + Co. The facilitation team, Co Action, has sent a questionnaire to all members to assist in planning the training. On October 5 there was a meeting for the Visitation Valley SCAN at the Beacon at Visitation Valley Middle School. The meeting had a low turnout but they are hoping for more people at their next meeting which will be held during the afternoon on Monday, November 1.

Evaluation: Perry reported that at their October meeting the committee discussed the Action Steps for the strategic plan. The committee also completed the recommendations for referrals and linkages. A draft will be distributed to the HPPC at its December meeting.

New Approaches: Steve Gibson reported that the committee reviewed their recommendations and included input from the council. They will be asking the HIV Prevention Section for a follow-up report on implementation of the recommendations. A new community member attended the committee, Matt Jennings.

Co-chairs: The committee has been putting together its scope of work for the 2005 term, looking at which committees should exist. In December Gwen's term as Co-chair will end because of term limits; she will, however, remain on the Council.

- Steven reported that the HIV Prevention Leadership Summit will be held in San Francisco next year. On November 15 there will be a planning meeting in Oakland in preparation for the Summit. There will be another planning meeting December 2 at 11:00 am in SF (location TBD). In April of 2005 AMFAR will also hold its conference in Oakland.
- There has been discussion by Jeff Sheehy (HIV/AIDS Policy Advisor to the Mayor) and Jim Illig (Health Commissioner) of merging the HIV Prevention Planning and HIV Health Service Planning Councils

(CARE) in San Francisco; Steven stressed that while consideration of the continuum of prevention is very important, at this time there are no plans to combine the two councils in the City. There will be further meetings to discuss the idea. None of the directly funded, UCHAPS cities has combined their prevention and health service councils.

- Next year Alameda County is planning to merge its prevention and CARE councils; The state of California, for various reasons, has combined the two councils on the state level. This led to a discussion of the pros and cons of merging the programs. Tracey talked about the logistical problems involved with integrating the programs when the EMA is different in CARE than prevention. Perry suggested an alternative that members of each council could attend the other's meetings formally and provide reports.

#### 5. Review Draft Council Agenda for December 9

- A draft of the agenda for the December 9 Council meeting was given out for members to review and discuss. Lisa suggested including a "follow up" discussion of the Communication/Diversity training. Tracey reminded members that the December Council meeting will be the first meeting with the new members in attendance. Since the new members will be present at the meeting Lisa suggested that it might be good to include an epidemiological update. Other ideas discussed for the meeting were: a team building exercise; electing a new co-chair to replace Gwen Smith; discuss the Council's accomplishments for the year.

#### 6. Attendance Policy

- Tracey reviewed the current Council attendance policy. There was discussion of changing the policy to fewer absences per year. Changing the attendance policy and discussion of the scope of work for 2005 will be continued via e-mail. Comments made during this meeting included:
  - Absences for committee and council together
  - 4 absences allowed
  - exempt co-chairs and steering members
  - more than 4 absences would stimulate a call from co-chair, 5 absences would generate termination
  - remove caveat about absence related to HIV/AIDS work
  - leave of absence ill or family illness only
  - co-chairs or steering committee could have more absences
  - coordinate our meetings with CHPG
  - clarify leave of absence policy to require a request and approval
  - leave of absence becomes member emeritus until ready to come back and there is a vacancy

- follow up is important
- use qualified nominees to fill in open seats

7. Closure and Evaluation

- The meeting concluded at 5:00PM. The next Steering Committee meeting is scheduled for December 16, 2004 from 3:00 – 5:00PM. The meeting will be a joint Steering/Co-chairs meeting. In November, members will be asked to comment electronically about the attendance policy, the 2005 scope of work, and the final December agenda.

**HIV Prevention Planning Council  
Steering Committee  
Thursday, December 16, 2004  
3:00-5:00 PM  
25 Van Ness Avenue, 330A  
San Francisco**

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Agenda

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|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Approval of Minutes from October 28, 2004 (vote)   | 3:15 – 3:20 PM |
| 4. Council and Committee Updates  | 3:20 – 3:50 PM |
| ➤ Review Process Evaluation Notes from December 9   |                |
| ➤ Committee Updates   |                |
| ➤ Co-Chair Update   |                |
| 5. Follow-up on communication training/Next Steps   | 3:50 – 4:10 PM |
| 6. 2005 Committees: Plan Scope of Work  | 4:10 – 4:30 PM |
| 7. Review Council Agenda for January 13   | 4:30 – 4:40 PM |
| 8. 2005 Council Work: Discuss Ideas for Council Meetings,<br>Plan for Parking Lot Process, Outstanding Issues from 2004 | 4:40 – 4:50 PM |
| 9. Closure and Evaluation   | 4:50 – 5:00 PM |

**Next Meeting: January 27, 2005, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
December 16, 2004  
3:00 – 5:00 PM  
Minutes

Members Present: Gayle Burns, Andre Robertson, Edward Byrom, Perry Rhodes III, Steven Tierney, Steven Gibson, Frank Strona, Gwen Smith

Members Absent: Israel Nieves-Rivera, Barbara Adler

Prevention and Support Staff: Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Allison Weston (Harder +Co), Kim Dorman (Harder + Co), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements
2. Public Comment
  - None
3. Approval of Minutes from October 28 (vote)
  - The committee reviewed the minutes and unanimously voted to approve them.
4. Council and Committee Updates
  - Process Evaluation Notes: Copies of the Process Evaluation notes were given out; the committee reviewed the notes and discussed the comments made in them.
  - Andre suggested that there should be a discussion board connected to the HPPC website; the message board would enable Council members to continue their discussion of topics raised after the meetings end. The committee liked the idea and felt that it should be discussed with Charles Klein (HPS). Also, Steven Gibson suggested checking into the Sunshine Ordinance regarding this issue.
  - Prevention with Positives: The committee completed its work on the wording of *A New Slice of Prevention: Guiding Principles for Prevention with Positives Programs in San Francisco*. They also began to look at their scope of work for 2005, known that it may change after the Steering Committee and Co-chairs meet. The CARE Council has nominated 3 people to attend the committee and they are: William Blum, Joe McMurray, and Ken Pearce who is also an HPPC member.
  - Membership/CLC: Andre stated that this committee worked on new HPPC orientation, and will continue its work in Visitacion Valley.

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- New Approaches: Steve Gibson reported that they have discussed potential follow up work for 2005. They wondered if the committee was to change what its successor might look like.
- Evaluation: Perry stated that this committee completed its work on the Strategic plan for Evaluation.
- Co-chairs: Steven Tierney has been asked to serve on the AIDS Action Plan Committee for UCHAPS. Steven informed the group that it is re-authorization time for CARE funding in San Francisco, and that this may have an impact on prevention funding

#### 5. Follow –up on Communication Training/Next Steps

- Lisa passed around copies of *Notes and Ideas from the Diversity /Communication Training* to the committee members; the members reviewed the list and discussed implementing the recommendations.
- Some members questioned the activities that the facilitators chose for the training; comments were made that the facilitators “did not know their audience, and that activities were insensitive to many members.” The members discussed at the next training having the Council choose the activities. A suggestion was made that next time the facilitators should attend more Council meetings or meet with Kathleen Roe to get her views on the Council.
- There was a discussion of when to have the next training and what the focus should be on. Most members agreed that the training should be held in the earlier part of the year, vs. later in the year. Steering and Membership/CLC will discuss this again in the beginning of 2005.

#### 6. 2005 Committees: Plan Scope of Work

- A list of *Committee Choices by HPPC Members* was given out to members to review. The members reviewed the committee choices and discussed the demographics of the committees. They also discussed the goals of the committees.

Below is the brainstorm for committee scopes of work:

#### **Prevention with Positives**

- Names Reporting
- Non-consensual disclosure
- Super-infection/re-infection
- Sero-sorting
- Mainstreaming HIV care with STD
- Recommend? PWP with Care
- Expand PWP in Plan

### Membership/Community Liaison Committee

- Recruit, select, and orient new members
- Id training needs of HPPC
- HPPC trainings
- HPPC team building
- Community assessments
- Health fairs/community involvement

### Youth Committee

- Marginally housed
- Out of home (non-emancipated)
- Non-insured
- Substance use
- Youth out of foster care
- Corrections (YGC)
- Youth engagement with HPPC

### Substance Use

- Sexual risk under influence
- Crack
- Speed
- Poppers
- Needle exchange with services
- Treatment
- Sex workers
- Naloxone

HPPC committee assignments:

Community Liaison/Membership	Prevention with Positives	Substance Use and HIV Risk	Youth
Andre Robertsan	Rafael Canadas	Frank Strana	Matt Blanchard
Robert Gamez	Ed Byram	Jahn N.	Katie Jambar
Marcel Miranda	Matt Jennings	Tam Kennedy	Michael Caaley
Gwen Smith	Mike Discepaia	Janetta Jahnsan	Chadwick Campbell
Thomas Ganger	Aaran Cahen	Steven Gibsan	Tuck Maya
Abbie Zimmerman	Ken Pearce (CARE rep. also)	Perry Rhades III	Angie Beyer
Tamika Gonzales	Barbara Adler	Israel Nieves Rivera	Katie Jambar
	Thomas Knoble		
	Gayle Burns	Francis Salmeri, community member	

7. Review Council Agenda for January 13

- A draft of the January 13 Council Agenda was given to members to review and discuss.

8. 2005 Council Work: Discuss Ideas for Council Meetings, Plan for Parking Lot Process, Outstanding Issues from 2004

- Ideas for the Council meetings were tabled to the January meeting.
- The attendance policy was briefly discussed: There was a suggestion to allow members to miss only 4 Council or committee meetings a year. The staff will work on the details and the issue will be taken up again in January.

9. Closure and Evaluation

- The meeting concluded at 5:15 PM. The next Steering Committee meeting is scheduled for January 27, 2005 from 3:00 – 5:00PM.

**HIV Prevention Planning Council**  
**Steering Committee**  
**Thursday, January 27, 2005**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 330A**  
**San Francisco**

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**Agenda**

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                              | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Approval of Minutes from December 16, 2004 (vote)      | 3:15 – 3:20 PM |
| 4. Process Evaluation:                                    | 3:20 – 3:35 PM |
| ➤ Review Memo from January 13 Meeting                     |                |
| 5. Committee Scopes of Work for 2005: Discussion/Finalize | 3:35 – 4:00 PM |
| ➤ Youth   |                |
| ➤ Substance Use   |                |
| ➤ Prevention with Positives                               |                |
| ➤ Community Liaison/Membership                            |                |
| ➤ Steering  |                |
| 6. Approval of Community Members to Committees (vote)     | 4:00 – 4:10 PM |
| 7. Review Council Agenda for February 10, 2005            | 4:10 – 4:25 PM |
| 8. Attendance Policy: Review and Finalize (vote)          | 4:40 – 4:50 PM |
| 9. Federal, State, City Updates                           | 4:40 – 4:50 PM |
| 10. Closure and Evaluation                                | 4:50 – 5:00 PM |

**Next Meeting: February 24, 2005, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV Prevention Planning Council (HPPC)  
Steering Committee  
January 27, 2004 <sup>2005</sup>  
3:00 – 5:00 PM  
Minutes

Members Present: Gayle Burns, Perry Rhodes III, Steven Gibson, Frank Strona, Barbara Adler, Israel Nieves-Rivera, Angie Beyer, Rafael Cañadas. Steven Tierney

Members Absent: Tamika Gonzalez, John Newmeyer

Prevention and Support Staff: Tracey Packer, Lisa Reyes (AO), Vincent Fuqua (AO), Eileen Loughran (AO), Allison Weston (Harder +Co)

1. Welcome and Announcements

- Frank Strona announced SJSU will be hosting Terry Defoya to conduct a training titled "Storytelling gender and sexual diversity" on April 4<sup>th</sup>, 2005.
- Tracey Packer announced the host committee of the HPLS are conducting 2 abstract trainings in the Bay Area. There will be one in the east bay on Feb. 1<sup>st</sup>, and one in San Francisco on Feb 2<sup>nd</sup>.

2. Public Comment

- None.

3. Approval of Minutes from December 16, 2004 minutes (vote)

- Gayle pointed out that Frank had mentioned having a "cultural entertainment" component added to the next Diversity training. She requested that this be added to the December minutes.
- The committee reviewed the minutes and unanimously voted to approve them with the addition of the above mentioned comment.

4. Process Evaluation Memo

- The group received a copy of the January HPPC process evaluation memo. No discussion ensued.

5. Committee Scopes of Work for 2005

- Youth Committee

Angie presented on the youth committee scope of work. She said the group is interested in including these areas in their scope of work:

Marginally housed

Out of home (non-emancipated)

Non-insured

Substance use

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Youth out of foster care

Corrections (YGC)

Youth engagement with HPPC

Following Willie's data presentation on youth, the committee added the following issues to the list: transgender youth; youth with older partners; and out of school youth. She also mentioned that the committee felt that there was a lack of HIV related research on youth.

It was also mentioned that a presentation on youth will be presented at the first meeting.

Next committee meeting will be on Feb. 16 from 3:30-5pm.

- Substance Use

Steve Gibson presented on behalf of John Newmeyer. Steve Gibson reiterated the scope of work for this committee. He stated that this committee stated particular drugs, namely speed, poppers, alcohol and coke, and that the question came up for this committee: "what do we mean when we say substance use?"

Also, this committee would like to examine what effective models of drug treatment would look like.

It was suggested that because this committee has an extensive scope of work, that the co-chairs of committee and staff/consultants meet to finalize a reasonable scope of work.

Steven also mentioned that both Derrick Mapp and Tom Kennedy are considering becoming co-chairs of this committee.

- Prevention with Positives

Rafael Cañadas presented some of the brainstorm issues for his committee, which included:

New immigrants

API MSM

More info needed on transgender positive folks

Access to service by non-English speakers

Disclosure

Internet hooking-up

Implications of HAART

HCV co-infection

Explore the language of risk

He stated that the next meeting for this committee is Feb 22<sup>nd</sup>, and group is not sure if this is a set meeting time yet.

- Membership/Community Liaison.

Gayle reported on behalf of Tamika G, the current co-chair. She stated that the scope of work for the committee has not changed from the latest one.



The next meeting time for this committee is Feb 14<sup>th</sup> from 3:00 to 4:30. This committee will continue to meet on the 2<sup>nd</sup> Monday's of each month from 3-4:30pm.

- Steering Committee

Tracey reported that the steering committee will work on the implementation and report back of the Strategic Evaluation Plan. She also stated that this committee will be working on the HIV Epi Update.

6. Approval of Community Members to Committees.

After a discussion regarding PIR, and committees, the following individuals were approved as community members:

Prevention with Positives:

Melanie Elenkie

Jeff Leiphart

Brett Andrews

Substance Use:

Dave Hook

Francis Salmeri

William Bland

Kevin Mosley

Youth:

Nathan Costello

Ben Peacock

There was a motion made that individual and DPH staff interested in becoming community members of a committee participate in a HPPC orientation. Motion was 2nd and approved unanimously.

There was a motion made that CARE Council members are voting community members of their committee. Motion passed.

7. Review Council Agenda for February 10<sup>th</sup> HPPC meeting.

- A draft of the February 10 Council Agenda was given to members to review and discuss.
- After a lengthy discussion, it was decided to give Project T 10 minutes on the agenda.

7. Attendance Policy

The latest version of the attendance policy was distributed. Many members stated having difficulty understanding the policy using a percentage (i.e. 85% of total meetings).

The group decided that the policy needed minor wordsmithing. Steering members are encouraged to submit revisions and recommendations to Tracey Packer by Fri. Feb 4<sup>th</sup>.

Perry suggested putting this item early on the next Steering meeting agenda.

- Ideas for the Council meetings were tabled to the February meeting.
- The attendance policy was briefly discussed: There was a suggestion to allow members to miss only 4 Council or committee meetings a year. The staff will work on the details and the issue will be taken up again in February.

9. Federal, State, City issues

Members were reminded that there will be HPLS Summit meetings Feb 8+9 in Sacramento.

10. Closure and Evaluation

- The meeting concluded at 5:00 PM. Evaluation will be conducted through Zoomerang.

**Next Steering committee meeting is February 24, 2005 from 3-5:00PM**

=HIV Prevention Planning Council  
=Steering Committee

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**Thursday, February 24, 2005**  
**3:00-5:00 PM**  
**25 Van Ness Avenue, 5<sup>th</sup> Floor Conference Room**  
**-San Francisco**

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=Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements  | 3:00 – 3:05 PM |
| 2. Public Comment   | 3:05 – 3:15 PM |
| 3. Approval of Minutes from January 27, 2005 (vote)   | 3:15 – 3:20 PM |
| 4. Process Evaluation:  | 3:20 – 3:35 PM |
| > Review Memo from February 10 HPPC Meeting   |                |
| 5. Committee Updates:   | 3:35 – 3:50 PM |
| > Youth   |                |
| > Substance Use   |                |
| > Prevention with Positives   |                |
| > Membership/Community Liaison Committee  |                |
| 6. Approval of Community Members to Committees (vote)                                       | 3:50 – 3:55 PM |
| 7. Attendance Policy: Motion to Approve Recommendation from Co-Chairs (vote)                | 3:55 – 4:15 PM |
| 8. Plan Council Agenda for March 10, 2005/<br>Review Parking Lot and Plan Meetings for 2005 | 4:15 – 4:30 PM |
| 9. Begin Discussion of Epi Chapter Update   | 4:30 – 4:50 PM |
| 10. Closure and Evaluation  | 4:50 – 5:00 PM |

**Next Meeting: March 24, 2005, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

**Members Present:** Barbara Adler, Gayle Burns, Edward Byrom, Rafael Cañadas, Tom Kennedy, John Newmeyer, Israel Nieves-Rivera, Perry Rhodes III, Frank Strona, and Steven Tierney.

**Members Absent:** Tamika Gonzales

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Tracey Packer (HPS), David Weinman (note taker), and Allison Weston (Harder & Co).

#### 1. Welcome and Announcements

Israel Nieves-Rivera called the meeting to order at 3:07 PM. He welcomed attendees and invited them to introduce themselves and make announcements.

- Steven Tierney announced that there has been a community forum regarding the identification of a strain of HIV reported to be drug-resistant in NY.
  - ⇒ He noted that a large amount of hype in the media necessitated this forum.
  - ⇒ He summarized the situation:
    - There has been one case in NY,
    - The progression from seroconversion to AIDS took place in a number of weeks,
    - 21 anti-retroviral regimes failed to inhibit this progression
      - \* Although he questioned how so many regimes could be tested in such a short timeframe,
    - The sole case was in a man described as young (46 years old) who was coming off a three-month Speed binge, and
    - There have been reports that erroneously tie the NY case to earlier reported cases in British Colombia and San Diego.
  - ⇒ He highlighted that this case nonetheless merits additional study.
  - ⇒ Steven also noted that he has had a number of questions from HIV (+) people regarding sex with other HIV (+) people wondering if drug resistance transfers.
    - He explained that, to date, the data remains insufficient to make a determination.
- Israel announced that Gayle Burns, Lisa Reyes, and he met with representatives from China regarding HIV prevention community planning.
- Steven announced that Mayor Newsom has appointed a working group on Crystal/Meth.
- Gayle Burns reminded members of the Visitation Valley Health Fair in 03/12 /05.

#### 2. Public Comment

There was no public comment.

#### 3. Approval of Minutes from January 27, 2005

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

Motion was made and seconded to approve the minutes from the 01/27/05 meeting. There was no discussion. No questions or objections were raised. The minutes were approved with John Newmeyer abstaining.

#### 4. Process Evaluation

The documents entitled, "*Process Evaluation February 10, 2005*," and, "*Participant Dialogue Boxes February 10, 2005*," were distributed. Copies are available to absent members upon request. Discussion followed including the following. (Please note the sequence of discussion has been reordered by subject.)

- In response to feedback that the mayor's conference room was too cold, Vincent Fuqua explained that the HPPC does not have control of the temperature in the room.
  - ⇒ Tracey Packer said that she would ask Betty Chan Lew to check into controlling the temperature.
  - ⇒ Israel suggested a note to members that is attached to the agenda suggesting that they bring a sweater if they find the meetings too cold.
- Gayle noted that members came late and left early.
- Israel observed the positive reaction to Mike Pendo and Eileen Loughran's presentation on the HOPE Study.
- Israel also noted positive feedback about the minutes and was joined by the other members in expressing gratitude to the note-taker with applause.

#### Meeting Room Configuration

Frank said that he had heard comments about the room's configuration during small group breakout sessions.

- ⇒ He suggested setting up the conference tables in such a way as to accommodate people taking notes, and the like, during breakout meetings.
  - ⇒ The current approach, he added, could be read as minimizing the process.
  - Tracey explained that with the current 36 Council members it is hard to get everyone around the table and have enough room to accommodate guests.
- A discussion followed about possible seating configurations including:
- ⇒ Classroom style with tables in rows and a microphone somewhere to enable everyone to hear all comments.
  - ⇒ Modified classroom configuration with tables set at an angle to each other, in a 'Chevron' pattern.
  - ⇒ Seating guests in the center of the open conference table.
  - ⇒ Configuring the conference table in a "U"
    - With guests seated in the center, and/or
    - With member seated on both sides of the extended arms.
  - ⇒ Seating attendees in a theatre configuration - without tables.

Discussion followed about the alternative configurations proposed.

- Israel cited two difficulties with a classroom configuration:
  - ⇒ Members would be looking at other's backs; and

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

- ⇒ People tend to pay less attention when they are seated in the back of such a room.
  - Frank suggested utilizing a bigger location.
    - ⇒ Tracey explained that the current venue is particularly handy for the professional staff, but also noted that the Council has met elsewhere.
  - Tracey noted that the CARE Council uses a pod-like seating arrangement.
  - She suggested getting the Council's view on experimenting.
  - Vincent suggested reorganizing the tables into another, more appropriate, configuration for small group work during the break.
  - Tracey noted difficulty experienced in the past getting people to sit on the inside of a conference table configuration.
  - Perry Rhodes III suggested using portable, folding tables for breakout sessions.
- There was discussion about the necessity of having tables and agreement was evident that having tables is desirable.

## 5. Committee Updates

### Youth Committee

Perry's report included the following.

- ⇒ Raquel Tolston has applied to be community member of the Committee.
- ⇒ Co-Chairs of the Committee were elected: Chadwick Campbell and himself.
- ⇒ Raquel Tolston was also elected as Honorary Co-Chair, should her application for membership be accepted.
- ⇒ Catherine Geanuracos made a presentation.
- ⇒ The Committee discussed its scope of work for the year.
  - That scope will be locked down at the next meeting.
  - The mission is to ensure that the voice of youth is always heard.
- ⇒ The Committee will meet on the third Wednesday of each month from 3:00 to 4:30 PM.
- ⇒ The Co-Chairs' pre-meeting conference will be conducted on the Tuesday preceding the meeting from 2:00 to 3:00 PM.
- Israel commented that the Substance Use and HIV Risk Committee also had a discussion about community members serving as Committee Co-Chair.
  - ⇒ He suggested that if the goal is to have more community involvement the Council should consider reviewing the bylaws on the restriction.

### Substance Use and HIV Risk Committee

John Newmeyer and Tom Kennedy both reported, including the following.

- Election of three Co-Chairs: John, Tom, and Joani Marinoff.
- Focus of meeting was discussion of the Committee's scope of work for the year, including the following suggestions.
  - ⇒ Defining substance use (legal and illegal) as a co-factor of HIV risk.



## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

February 24, 2005

- ⇒ Developing a definition of, "*Substance use*" recognizing there is a continuum of use from episodic through binge to addictive use as well as a range of substances used - both legal and illegal - including alcohol and poppers.
- ⇒ Identifying the spectrum of HIV risk associated with substance use.
- ⇒ Exploring how to lower the continually endemic HIV incidence among IDU.
- ⇒ Developing a Logic Model of the interaction between substance use and HIV risk.
- ⇒ Exploring issues beyond those identified by the RFP.
- The Committee also continued the brainstorming process begun at the Council Meeting 01/13/05, and which is to be wrapped up for the next Committee meeting 03/04/05.
- Steering Committee representation will be both John and Tom.
  - ⇒ Tracey pointed out that alternating representation causes continuity issues in the functioning of the Steering Committee.
  - ⇒ Tom and John indicated that they would, therefore, both attend Steering Committee.
  - ⇒ Israel noted that in such an instance the Committee's vote is shared by the two attending Co-Chairs.

Some discussion followed.

- Israel asked if the Committee intends to look at the sexual behavior of IDU.
  - ⇒ Tom indicated that this was included in what the Committee is looking at.
  - ⇒ He explained that they discussed looking at issues surrounding needle exchange.
- John pointed out that while substance use is a factor in HIV risk, HIV also contributes to substance use.
  - ⇒ Tom added that when people find they have seroconverted they are prone to substance use, including relapsing from recovery programs, and increased sexual risk behavior.

#### Prevention With Positives Committee

Rafael Cañadas and Ed Byrom reported on the Committee's short meeting, including the following.

- Developing a list of objectives to be accomplished this year, including items carried over from last year.
- A regular date and time to meet has not as yet been settled upon.
  - ⇒ The next meeting, however, is scheduled for 03/22/05 -- 4:30 to 6:00 PM
- Rafael and Ed were elected Co-Chairs.

#### Membership Committee

Gayle provided an overview of the Committee's meeting, including the following.

- In attendance was a community member who may be interested in Committee membership.
- The Committee discussed its scope of work for the year.
- They discussed this year's Diversity Training, to include two sessions:
  - ⇒ First training scheduled for 04/14/05 to focus on team building skills.
    - It will be in lieu of that month's Council meeting. It would be held during regular Council meeting time.
    - The second session will be in October or November.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

- The duration and exact subject matter of the second meeting is still being discussed.

Some discussion followed.

- In response to Barbara Adler's question, Israel said that attendance at the 04/14/05 Training would be handled as a regular Council meeting.
- Steven noted that in other years Diversity Training consisted of a full day later in the year but that the Committee is trying to bring the training forward on the schedule so as to make it useful in the current term.

#### Acceptance of Committees' Scope of Work

Israel explained the procedure including in the following.

- ⇒ Each Committee proposes two items they intend to accomplish this year.
  - While Committees could propose more items, they should guard against proposing more than they reasonably can accomplish, because in such cases they tend to get nothing done.
- ⇒ Committees' proposed scope of work to be submitted to Steering Committee for review and approval at its 03/24/05 meeting.

#### 6. Approval of Community Members to Committees

Tracey explained that there were two applications for Community Members.

Paul Duke

Tracey provided overview, including the following.

- ⇒ He has asked the Steering Committee to suggest which committee would be appropriate.
  - Israel suggested the Membership Committee would give him an overview of the Council. It was also noted that it is a small committee compared to the others.

Motion made and seconded to accept Paul Duke's application to serve as a Community Member of the Membership Committee. Discussion followed.

- Ed suggested accepting him as a Community Member without a Committee assignment.
  - Israel observed that Paul would contribute to the diversity of the Membership Committee.
- The question was called. No objections were offered. Paul Duke's membership was approved.

Raquel Tolston

Motion was made and seconded to accept Raquel Tolston to the Youth Committee. There was no discussion. No objections or questions were raised. Raquel Tolston's membership to the Youth Committee was approved.

#### 7. Attendance Policy: Motion to Approve Recommendation from Co-Chairs

Motion was made and seconded by the Co-Chairs that the draft Attendance Policy be referred to the Council for review and approval. The document entitled, "*ATTENDANCE LEAVE OF ABSENCE AND MEMBER DISMISSAL AND RESIGNATION DUE TO ABSENTEEISM*," was distributed, copies of which are available to absent members upon request. Discussion followed.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

- Ed expressed approval with the way the policy clearly addresses Leaves of Absence.
- Frank said that the policy wording is unclear as to who members should notify with known absences and suggested including a name and phone number in the document.
  - ⇒ Israel said that the contact should be a position, not a name, as personnel changes.
  - ⇒ Tracey suggested it be the Community Planning Management Assistant in the HIV Planning Section; a position currently held by Betty Chan Lew.
    - She added that members should be directed to "contact by phone, email, or other" rather than "call."
  - ⇒ Tom asked if Betty's name could be included in the policy wording.
    - Tracey said that it could be included parenthetically.

Draft read, "Members anticipating their absence ... should call the SFDPH before the meeting..." (emphasis added).

Amended would read, "*Members anticipating their absence ... should contact the Community Planning Management Assistant in the HIV Planning Section (Betty Chan Lew) before the meeting...*"

- Barbara asked about the number of missed meetings, wondering why not a percentage.
  - ⇒ It was explained that the Co-Chairs thought numbers were less confusing.
- Israel pointed out that the policy permitting no more than four absences, or three consecutive absences does not include participation in Steering Committee.
- John indicated that the wording is not clear if the policy relates to four absences totally, or four out of the twelve Council and/or Committee meetings.

Draft read, "*A member may have four absences from regular Council meetings or meetings of their assigned committee... no more than two consecutively...*" (emphasis added).

Amended would read, "*A member may have four total absences... no more than two consecutively missed meetings...*" (emphasis added).

- Discussion followed about flexibility and implications of the policy. The question was called. The amendments to the wording were accepted. There were no objections. The motion passed.
- Tracey explained that that the policy will be discussed and voted on at the 03/10/05 Council meeting.

Motion made and seconded that an attendance sheet showing each member's cumulative absences be attached to all Council meeting minutes. A sample of such a listing was distributed, a copy of which would be provided to absent members upon request. Discussion followed.

- Ed noted this is what CARE Council does.
- Frank said that getting too much paper at meetings is time consuming and distracting and suggested sending out an attendance report quarterly.
- Israel pointed out that attendance and absences are presently included in Council minutes.
- Perry said that quarterly reports would seem less punitive.
- In response to a question, Tracey said that quarterly reporting would be more useful.
- Rafael noted that quarterly would be better since the policy won't start until April.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

- Israel highlighted the policy's Emeritus Status for members with issues restricting their attendance.

The motion was withdrawn.

#### Discussion of Members Arriving at Meetings Late and Leaving Meetings Early (not on agenda)

Israel expressed concern that some members do not know what "full participation" means. Arriving late and/or leaving meeting early, he added out, is not "full participation." He questioned having a roll call at beginning and at the end of meetings; if a member is not at both perhaps the member should be considered absent. He added that there are nonetheless issues of excused lateness.

- Barbara said that she was more concerned with people who sign in and leave before what amounts to the bulk of the meeting - such as small group work.
- Rafael suggested taking attendance at the end of meetings noting that members tend to leave during, or right after, small group work.
- Frank pointed out that he works with clients, and that is his priority, and that sometimes working with clients causes members to run late.
  - ⇒ He added that taking attendance at the end of meetings has merit.
  - ⇒ He suggested members make announcements at the beginning of the meeting when they have to leave early - which would be respectful of the whole Council.
- Frank added that whatever is done regarding punctuality needs to have some flexibility.
  - ⇒ Too many rules seem contrary to the community planning process.
  - ⇒ He suggested that if a member arrives late, or leaves early too often a Co-Chair should discuss the situation with that member.
- Tracey suggested that members arriving late/leaving early be addressed as part of orientation.
- John pointed out sometimes leaving early is unavoidable.
- Perry said that sometimes a member is only able to attend part of a meeting, which should be permissible.
  - ⇒ He questioned if the Council should have a policy specifying what percentage of a meeting constitutes attendance.
- In response to Ed's question, Israel said that the Co-Chairs note members' attendance patterns - who is often late and who often leaves early.
  - ⇒ Ed suggested Co-Chairs having conversations about full attendance with members who often arrive late and/or leaving early, so long as such is done consistently.
- Ed & Tom said that they both like taking attendance at the end of a meeting.
  - ⇒ Tom added that he doesn't recall anything about punctuality included in orientation.
  - ⇒ He added that it seems a little harsh that full participation means being there at the beginning and not leaving until the end of meetings.
- Israel pointed out that several people applied for Council membership who had to be turned away and that membership requires a commitment.
  - ⇒ He added that perhaps people with other priorities shouldn't be members.
- Israel suggested first putting the Attendance policy out and seeing if it affects members' arriving late and/or leaving early.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee Action Minutes From Meeting: February 24, 2005

- Gayle indicated that as Co-Chair facilitating the next meeting she would mention this issue.
- Frank suggested adding something in the Co-Chair's introductory remarks at the beginning of each meeting about members being punctual and remaining through the meeting's end.
- Barbara suggested including the times members arrive and leave in attendance records.
  - ⇒ David Weinman noted that only about half of the members sign in at meetings.
  - ⇒ Steven said that professional staff could, however, administer such attendance records.
- Steven added that there are a couple of members each year who have difficulty with this, and perhaps the Committee should direct the Co-Chairs to talk with those people.
  - ⇒ He added that rules already exist and that this is really a matter of asking the Co-Chairs to enforce those rules.

### 8. Plan Council Agenda for March 10, 2005/ Review Parking Lot and Plan Meetings for 2005

Israel summarized the major issues to be dealt with at the 03/10/05 meeting:

- The Parking Lot;
- The issue of the possibly drug-resistant HIV strain and
- The Attendance Policy.

A draft of the meeting's agenda was distributed as well as a document entitled, "*2005 Parking Lot as of 2/24/05*," copies of both documents are available to absent members upon request.

- John noted that oftentimes reaction to news/hype is more injurious than the actual news.
- Frank suggested the Council have a discussion of 'Hype,' and cited examples from the past.
- Ed said that he thought DPH handled the Community Forum Tuesday night (02/22/05) regarding Drug-resistant HIV very well.
- Ed also said that larger, systemic issues present obstacles to prevention, including the notion that Gay and Bisexual men are irresponsible.
  - ⇒ Israel said that at a recent UCHAPS meeting the discussion indicated that is how the NY DPH is reacting.
- Israel suggested a short presentation on the facts regarding the drug-resistant strain.
- Tracey suggested a presentation from a participant at the Retrovirus Conference.
- Steven noted that two years ago the Council explored developing / establishing a Rapid Response Team to react to breaking news.
  - ⇒ The Council decided, however, it wanted a deliberative rather than rapid response and the proposal was nixed.
- Frank noted that people expect Council members to have the most recent information.
- Steven pointed out the website: [www.sfhiv.org](http://www.sfhiv.org) as a resource.
- Tracey said that several providers have asked the HPS what to say to people who are getting tested.
  - ⇒ She suggested small groups to discuss how to address this issue.
- Barbara noted that AHP is using a two-page fact sheet to address clients' questions.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

February 24, 2005

The Committee agreed to have the professional staff plan the details of agenda item regarding the Drug-resistant HIV strain.

#### 9. Begin Discussion of Epi Chapter Update

Allison Weston distributed the document entitled, "*Update to 2004 San Francisco HIV Prevention Plan: Epidemiology Chapter*," a copy of which is available to absent members upon request. She offered explanation, including the following.

- ⇒ This draft is essentially the same as the document previously distributed by email.
- ⇒ The decision has not as yet been made as to whether there will be a Consensus Meeting this year.

She suggested generating a list of the data that is needed to compile an Epi Chapter, have people collect the information, and then present it to this committee. She asked for comments.

- Perry asked if there are maps to show where testing sites are located.
  - ⇒ He added the Council has heard that there is a lack of data on BVHP and questioned if this could be explained by a low number of test sites in that neighborhood.
  - ⇒ Allison said that such a map could be compiled.
  - ⇒ It was also noted that the Council has heard of reluctance on the part of residents of BVHP and other neighborhoods to test in their own neighborhood, and that results are kept by residence (Zip Code) of the person being tested.
- Ed suggested exploring trends in the API communities.
- Barbara pointed out that there is a new database, "*HIV-6*" of testing and counseling data.
- Israel said that a list of currently available research has long been an issue.
  - He added that Willi McFarland could probably provide a good overview of such.
  - ⇒ He suggested asking for such a list, including what research is pending, but not published.
- Israel asked if data is available regarding language used by people being tested, including if they are bilingual or monolingual; and if monolingual which language.
- He also suggested looking at how men sexually identify and who they are having sex with.
  - ⇒ He asked if there is hype about men "*On the Down Low*."
  - ⇒ He observed that this is missing in the current Epi Chapter
- John said that epidemiologic data often treats the population in SF as fixed but the population, particularly in the Castro, is transient. He expressed his concern that the overall data isn't taking into account people testing in SF and then relocating.
- Frank said he would like more information on MSM, including their sexual identification.
- Rafael suggested identifying testing sites particularly in the Mission District.
- Steven suggested data on Adolescents (13-24 by Federal definition) has been lacking.
- Vincent suggested including newly available information from No-Name Reporting.
- Barbara suggested breaking down MSM data to show the FTM components.
- Gayle noted that the numbers on Native American Incidence/Prevalence is not accurate and needs updating.
- She added the suggestion of including data on the incarcerated population.



## HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

February 24, 2005

Allison indicated that she would gather the suggestions and put together a proposal on what data the Council needs to request to update the Epi Chapter. Her proposal will be submitted for review at the 03/24/05 Steering Committee meeting.

- Israel asked that Allison include a list showing what data is automatically provided.

### 10. Closure and Evaluation

Israel reminded members about the Zoomerang that will circulate to evaluate this meeting. He thanked attendees for their participation.

The meeting adjourned 4:55 PM

The minutes were prepared by David Weinman and reviewed by Eileen Loughran and Vincent Fuqua.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 03/24/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A***

**HIV Prevention Planning Council  
Steering Committee  
Thursday, March 24, 2005  
3:00-5:00 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco**

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**Agenda**

1. Welcome and Announcements 3:00 – 3:05 PM
2. Public Comment 3:05 – 3:15 PM
3. Approval of Minutes from February 24, 2005 (vote) 3:15 – 3:20 PM
4. Process Evaluation: 3:20 – 3:35 PM
  - Review Memo from March 10 HPPC Meeting
5. Committee and Co-Chair Updates: 3:35 – 3:50 PM
  - Co-Chairs
  - Youth
  - Substance Use
  - Prevention with Positives
  - Membership/Community Liaison Committee
6. Discussion on Evaluation with HPS staff (possible vote) 3:50 – 4:20 PM
7. Epi Chapter Update (possible vote) 4:20 – 4:40 PM
8. Plan Council Agenda for April 14, 2005 4:40 – 4:55 PM
9. Closure and Evaluation 4:55 – 5:00 PM

**Next Meeting: April 28, 2005, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

**Members Present:** Gayle Burns, Edward Byrom, Rafael Cañadas, Tom Kennedy, John Newmeyer, Israel Nieves-Rivera, Perry Rhodes III, Frank Strona, and Steven Tierney.

**Members Absent:** Barbara Adler, Tamika Gonzales

**Professional Staff:** Kym Dorman (Harder & Co), Vincent Fuqua (HPS), Eileen Loughran (HPS), Tracey Packer (HPS), Lisa Reyes (HPS), Marise Rodriguez (HPS), Kathleen Roe (Process Evaluation), and David Weinman (note taker).

#### 1. Welcome and Announcements

Gayle Burns called the meeting to order at 3:07 PM. She welcomed attendees and invited them to introduce themselves and make announcements. "*What makes you laugh?*" was the icebreaker.

- Steven Tierney announced that Frank Strona has been elected Co-Chair of the State HIV Prevention Planning Council.

#### 2. Public Comment

There was no public comment.

#### 3. Approval of Minutes from February 24, 2005

Motion was made and seconded to approve the minutes from the 02/24/05 meeting. There was no discussion. No questions or objections were raised. The minutes were approved.

#### 4. Process Evaluation

Kathleen Roe distributed the documents entitled, "*Process Observations: March 10, 2005*," "*Participant Dialogue Boxes March 10, 2005*," and, "*Process Evaluation March 10, 2005*." Copies of these documents are available to absent members upon request. She provided some overview including the following.

- ⇒ Although the meeting location was moved on short notice, the facilities/resources were, as always, excellent.
- ⇒ The content of the presentation and discussion was very good.
- ⇒ Gayle Burns handled her first Council facilitation well, including the difficult exercise of getting comments from all members by going around the table.
  - The members expressed appreciation for Gayle's with applause.
- ⇒ The HPPC is particularly strong in meeting facilitation, planning, and support.
  - This may be a result of members learning by observation of, and participation in, several years of good meeting facilitation.
- Kathleen noted that the HPPC successfully relies on the SF DPH to represent its interests, which is important compared to other regions, and differs from NYC's experience. Some discussion pursued, including the following.
  - Several members complimented the meeting's set up, especially Betty Chan Lew's provision / presentation of food.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

- It was mentioned that the talking stick idea during the discussion was effective because it allowed all members the chance to speak.
- Gayle thanked the HPS and the other Co-Chairs for their support.

## 5. Committee Updates

### Youth Committee

Perry Rhodes, III reported --

- They had public comment from Chandra Sivakumar regarding the HPLS Conference scheduled for July.
- Chandra Sivakumar also applied to be a Community Member of the Committee and, eventually, a member of the Council (see below).
- They finalized the scope of work and goals:
  - ⇒ Youth Engagement
    - Including looking at reserving places on the Council for youth representatives,
  - ⇒ Building a Relationship with the SF School District
    - Taking a proactive approach including reviewing the past relationship; and
  - ⇒ Identifying Gaps in Services
    - Including looking at what's working and making recommendations.
- Members believe they are making progress, according to evaluation comments.
- This was Chadwick Campbell's first meeting as facilitator, he did well.

### Substance Use and HIV Risk Committee

John Newmeyer reported --

- They agreed upon the committee process, including the meaning of consensus.
- The three co-chairs have agreed upon these roles:
  - ⇒ John Newmeyer to serve on the Steering Committee,
  - ⇒ Joani Marinoff will facilitate meetings, and
  - ⇒ Tom Kennedy will provide backup and be responsible for paperwork/deliverables.
- As a result of brainstorming, they came up with 18 possible issues to focus on.
- They discussed narrowing down the topics for this year.
  - ⇒ They will finalize a list of issues submitted by the Co-chairs at their next meeting:
    - Reduction of Incidence among IDU;
    - Addressing the whole Spectrum of substance use;
    - Safer Sex while engaged in Substance Use or in Recovery;
    - Policy Implications of Substance Use and HIV Prevention; and
    - How to Integrate Substance Use and HIV Prevention.
- The Co-Chairs met with HPS and discussed the information that will be presented for review and discussion.

### Prevention with Positives Committee

Ed Byrom reported -

- They had a short meeting.
- They are developing a Work Plan with a Timeline.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

- This was Rafael Cañadas' first meeting as facilitator.
  - ⇒ He reported that he enjoyed his experience.
  - ⇒ The Committee will meet on the fourth Tuesday of each month from 4:30 to 6:00 PM.
- Their scope of work will include items carried over from last year's work.
- Tracey Packer noted that Gwen Smith was originally assigned to this Committee but they could not find a workable meeting schedule.
  - ⇒ She will instead serve on the Substance Use and HIV Prevention Committee.

#### Membership/Community Liaison Committee

Gayle explained that the Co-chair was unable to attend this meeting and so those members of the Committee present reported --

#### General Items

- Lisa Reyes reported on the Visitation Valley Health Fair (3/12/05).
  - ⇒ About 18 agencies were present, and there was good community attendance.
  - ⇒ There were, however, a lot of young woman present, but not a lot of young men
- The Committee is planning to report the results of the Visitation Valley SCAN at the July HPPC meeting which will be held in the neighborhood.
  - ⇒ A comparison of the Visitation Valley and Bayview Hunter's Point SCANS will be presented at a subsequent Council meeting (perhaps in September).
- Gayle reported that the Committee also talked about membership recruitment.
  - ⇒ It was suggested that people interested in membership should be encouraged to sit in on a Council meeting prior to submitting an actual application.
- Gayle also reported that the Committee discussed conducting a SCAN in the Mission District, Castro area, or on Potrero Hill and will submit a recommendation to the Council.
- Tracey distributed a report detailing members' attendance, a copy of which is available to absent members upon request.
  - ⇒ She reported that she had talked with Katie Jambor and Mike Schement.
  - ⇒ Katie has resigned her Council membership and Mike is reviewing his commitment.
- Tracey also distributed copies of the Attendance Policy as accepted at the 03/10/05 Council meeting.

#### Diversity Training

- Gayle reported that the Committee plans to conduct Diversity Training in place of the Council's regular April or May meeting date and time.
  - They have reserved the location for either date: Harder & Company, Penthouse.
  - They are trying to schedule facilitators.
  - ⇒ Israel asked if the facilitators programmed for the April date are the Committee's choice, or are they scheduled because they are available.
  - It was noted that the facilitators are not the Committee's first choice.
  - ⇒ Tracey pointed out scheduling conflicts/difficulties with the April date.

The Steering Committee reached agreement to conduct Diversity Training in lieu of the Council's May meeting (05/12/05).

#### New Member

- Tracey circulated biographic data on Community Member applicant Chandra Sivakumar.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

Motion was made and seconded to accept Chandra Sivakumar's application for Council participation as a Community Member for the Youth committee. No objections were raised. Chandra Sivakumar's application was approved.

- Israel asked how big a committee can be and when do Committees stop accepting applications for the current year.  
⇒ Steven Tierney explained that it is up to the Co-Chairs to determine what is workable.

#### Other Committee Related Items

- In response to Israel's question, Tracey explained that the Committees' Scope of Work is reviewed, but does not have to be voted on, by the Steering Committee.

#### 6. Discussion on Evaluation with HPS staff

Marise Rodriguez distributed the document entitled, "*Strategy for Developing a new system for documenting Referral and Successful Linkage with a Unique Client Code for San Francisco*," a copy of which is available to absent members upon request. In addition she provided an explanation including the following (organized by topic).

##### General

- The use of Unique Client Codes (UCC) in prevention is not new.  
⇒ AHP has successfully used UCC for several years while maintaining client confidentiality.
- The older ELI system doesn't track referrals among agencies.
- Marise emphasized that UCC would make reliable reporting of whether clients actually complete referrals, which is much needed information. Discussion followed.
- Ed asked if use of UCC goes along with Names Reporting.  
⇒ Marisa explained that the UCC would stay in SF and would not be reported.  
⇒ Israel added that the CDC does not want names of people getting services.
- Perry asked if UCC would be used for all HIV services in SF.  
⇒ Marise said that initially the UCC would only be used for prevention services, but it could be used to track referrals to other types of agencies.  
⇒ Perry noted that agencies often refer clients to non-HIV services and if that data isn't captured it might look as if the agency isn't making referrals.  
⇒ Israel suggested the HPPC encourage the Care Council and others to use the UCC.
- Israel asked for clarification of the purpose of UCC other than the CDC's requirement.  
⇒ Marise noted that in addition to tracking referrals, the system would be able to identify those clients with relationships with multiple agencies.  
⇒ Israel added that this system would only track referrals among participating agencies.
- Rafael asked if this code would be used for all interventions.  
⇒ Marise explained that it would be used to track referrals across agencies, but that agencies need not replace whatever code(s) they use for internal tracking.
- Tom said that AHP uses this UCC and that they have found that it is user friendly and that the process is shorter than many other registration forms.
- Frank expressed concerns about agencies going around use of PEMS/UCC and the promotion of two tiers of data collected: internal information and information shared across agencies.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

- Tom asked if a client registered at one agency could use the UCC at another.
  - ⇒ Marise said that currently data is not mirrored between agencies, but it may be seamless in the future.
- Israel pointed out that ELI did not require inputting client's name, but PEMS may ask for such to create the UCC.
- Perry questioned if the issues identified by the 2004 Evaluation Committee are being taken into account in the design/implementation of PEMS.
- Marise explained that PEMS is a, "*Passive referral system*" -a means of capturing data.

#### Implementation

- Due to pressures from the CDC, the transition to the Performance Evaluation Measurement System (PEMS), and the rollout of new contracts, now is a good time to implement UCC.
- Rafael asked how long agencies would be given to implement UCC.
  - ⇒ Marise explained that the suggestion is to implement this with commencement of the new contracts in July, but the need for training could make that unrealistic.
- Frank said that implementation of UCC needs to be linked to the spirit of evaluation as discussed in last year's Evaluation Committee, including that evaluation is not punitive, but rather should be a valuable asset to providers.
  - ⇒ Implementation, he added, mustn't be framed solely as something required for funding.

#### Data Sharing

- In response to Israel's question, Marise said that agencies could query PEMS about activity at other agencies using the UCC.
- Rafael suggested particularly young clients question service providers about the need to capture data repeatedly.
  - ⇒ Marise noted that when clients don't want to provide data providers can put aside the registration form.
- Ed suggested creating a common database that all agencies could access and that could provide a history of services people are accessing.
  - ⇒ As an example, he cited the 'Reggie' (sic?) system used by Care providers.
- Israel noted that some agencies want to own their data and don't want others to have access to it.
  - ⇒ He observed that in PEMS each agency has its own section, which is not shared.
- Ed suggested that a common database serves clients better.
- Perry said that requiring clients to provide the same data delays provision of service and is an unnecessary burden on clients.
- Frank suggested creating a database in which only certain fields / tables are shared while others remain restricted.
  - ⇒ Marise indicated that she was not sure that such a structure is possible with PEMS, but will look at it.
  - ⇒ Israel added that there might be a software limitation to sharing and restricting data, particularly to get it up and running by July.
- Ed suggested that protecting data perpetuates unnecessary competition among agencies.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

- Ed also proposed that if agencies want public funds certain data should be common.
  - Israel suggested perhaps having the Council discuss data sharing.
- Tracey expressed appreciation for the comments and explained that such conversations are very helpful to the HPS.

#### 7. Epi Chapter Update

Kym distributed the document entitled, "*Update to 2004 San Francisco HIV Prevention Plan: Epidemiology Chapter Progress Report 3/24/05*," copies of which are available to absent members upon request.

- ⇒ She explained that essentially the update indicates that things are in process.
- ⇒ She drew members' attention to the discussion at the Committee's 02/24/05 meeting regarding what should be included in the Epi Chapter (Agenda Item 9, pages 9-10).
- The difficulty in getting data on youth was discussed, including the following.
  - ⇒ A primary obstacle is that there are several definitions of the age range of "Youth."
  - ⇒ It was noted that getting data by age range is difficult, although data can be collected for a specific ages and be combined to produce data by age range.
- Israel asked for an overview of what is being asked of from Harder & Co and the DPH Research Section (Willi McFarland, et al).
  - ⇒ Tracey reported that Willi McFarland would put together proposed consensus data, which he will then be presented to the Council. Only if there isn't agreement on the proposed data will a Consensus Conference be convened.
  - ⇒ She also noted the difficulty of breaking down data estimates by BRP and Race & Ethnicity particularly where here haven't been sufficient studies collecting that data.

#### 8. Plan Council Agenda for April 14, 2005 and future agendas

##### The Parking Lot

Tracey distributed the document entitled, "*2005 Parking Lot as of 2/24/05*," copies of which are available to absent members upon request. She explained that the handout was a combination of what was on the 3/10/05 Council Agenda and what was added during that meeting's discussion. Discussion followed on the following topics

##### HIV Testing Issues: Names Testing / Rapid Testing / Confidential & Anonymous Testing

- ⇒ It was noted that the State has not as yet taken a position on Names Reporting.
- ⇒ Tracey suggested inviting the former director of the State AIDS Office to make a presentation on this topic.
- ⇒ Steven T suggested determining if the community, or activists, currently demand continuation of anonymous testing, adding that in the past such was clearly the requirement of the community.
  - He also observed that beyond the CDC requirement, it is valuable to know who is being served by the system.
    - \* In the past he was a proponent of anonymous testing, but is no longer sure.
  - The question, he suggested, is "What promotes provision of good services?"

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

March 24, 2005

- He suggested any discussion on Names Reporting be wide-ranging and include the impact on client outcomes and provision of services.
- ⇒ Israel noted that in the past people have mostly gotten initial tests anonymously and confirmation tests confidentially; and questioned if Rapid Testing changes this.
- He suggested Testing issues be address in this order: Rapid Testing, Confidential and Anonymous Testing, and Names Reporting.
- ⇒ John added that Rapid Testing has implications to IDU.
- ⇒ Kathleen suggested that there might be pockets of population in which anonymous/Non-Names testing is still an issue.
- ⇒ Israel pointed out that state law requires each county to offer anonymous testing.

The Committee agreed that HIV Testing Issues would be the only topic of the April Council Meeting (04/14/05).

#### Future Months' Council Meetings Schedule & Content

- What information is available, and when it can be presented may impact scheduling.
- The Committees will need slots on future agendas to present their findings to the Council.
- A number of suggestions were made, without resolution, regarding scheduling of the Parking Lot's topics including the following.
  - ⇒ **June:** Diversified/Non-Governmental Funding (#2)
    - There was discussion as to whether this topic should be addressed by the Council, or taken up by San Francisco Leadership Initiative holding Community Forum(s).
  - ⇒ **July:** Report on Visitacion Valley SCAN (#15)
  - ⇒ **June:** Native American Health Center Presentation held over from 2004 (#7)
  - ⇒ **End of Year:** Names Quilt (#12) and Self Care When Working with Clients (#14)
  - ⇒ **Non-specific:** Combine What Interventions are Working (#16) with Issues of HIV Prevention for African-American Men (#3).

The professional staff will prepare a proposal on topics that are collapsible and on the availability of presenters and information for the next Steering Committee meeting (4/28/05).

#### 9. Closure and Evaluation

Gayle reminded members about the Zoomerang that will circulate to evaluate this meeting. She thanked attendees for their participation. The meeting adjourned 4:45 PM

The minutes were prepared by David Weinman and reviewed by Lisa Reyes.

*THE NEXT MEETING IS SCHEDULED FOR THURSDAY 04/28/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE XXXX*





HIV Prevention Planning Council  
 Steering Committee  
 Thursday, April 28, 2005  
 3:00-5:00 PM  
 25 Van Ness Avenue, Suite 330A  
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## Agenda

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|---|----------------|
| 1. Welcome and Announcements                                    | 3:00 – 3:05 PM |
| 2. Co-Chair Facilitation Training                               | 3:05 – 4:05 PM |
| 3. Review and Discussion of Performance Indicators (poss. vote) | 4:05 – 4:20 PM |
| 4. Public Comment   | 4:20 – 4:30 PM |
| 5. Approval of Minutes from March 24, 2005 (vote)               | 4:30 – 4:40 PM |
| 6. Process Evaluation:  | 4:40 – 4:50 PM |
| > Review Memo from April 14 HPPC Meeting                        |                |
| 7. Committee and Co-Chair Updates:                              | 4:50 – 4:55 PM |
| > Co-Chairs   |                |
| > Youth   |                |
| > Substance Use   |                |
| > Prevention with Positives                                     |                |
| > Membership/Community Liaison Committee                        |                |
| 8. Closure and Evaluation                                       | 4:55 – 5:00 PM |

**Next Meeting: May 26th 2005, 3:00 – 5:00 p.m.**

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HIV Prevention Planning Council  
Steering Committee  
Thursday, May 26<sup>th</sup>, 2005  
3:00-5:00 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco

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Agenda

- |  |                |
|--|----------------|
| 1. Welcome and Announcements                                       | 3:00 – 3:10 PM |
| 2. Public Comment  | 3:10 – 3:20 PM |
| 3. Approval of Minutes from April 28 <sup>th</sup> minutes (vote)  | 3:20 – 3:25 PM |
| 4. Debrief HPPC teambuilding training- f/u items                   | 3:25 – 3:40 PM |
| > Review Memo from HPPC Meeting                                    |                |
| 5. Follow-up items April 14 <sup>th</sup>                          | 3:40 – 3:55 PM |
| > Names Reporting Needs Assessment                                 |                |
| 6. Review Attendance   | 3:55 – 4:05 PM |
| 7. Committee and Co-Chair Updates:                                 | 4:05 – 4:30 PM |
| > Co-Chairs  |                |
| > Youth  |                |
| > Substance Use  |                |
| > Prevention with Positives  |                |
| > Membership/Community Liaison Committee                           |                |
| > Update City/state/federal issues                                 |                |
| 8. Review/Discuss June 9 <sup>th</sup> HPPC agenda (possible vote) | 4:30 – 4:40 PM |
| 9. Review HPPC Parking Lot & Calendar                              | 4:40 – 4:55 PM |
| 10. Closure and Evaluation   | 4:55 – 5:00 PM |

**Next Meeting: June 23rd 2005, 3:00 – 5:00 p.m.**

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 26, 2005

**Members Present:** Gayle Burns, Edward Byrom, Rafael Cañadas, Thomas Ganger, John Newmeyer, Israel Nieves-Rivera, Frank Strona, and Steven Tierney.

**Members Absent:** Barbara Adler, Chadwick Campbell, and Perry Rhodes III.

**Professional Staff:** Eileen Loughran (HPS), Tracey Packer (HPS), Lisa Reyes (HPS), Jen Sarche (AIDS Office), Allison Weston (Harder & Co), and David Weinman (note taker).

#### 1. Welcome and Announcements

Steven Tierney called the meeting to order at 3:08 PM. He invited members to introduce themselves and make announcements.

- Allison Weston announced that Harder & Co are working on the HIV Needs Assessment and distributed flyers inviting participation in the survey (copies are available upon request).
- Israel Nieves-Rivera announced that he would not be in attendance at next month's HPPC meeting.

#### 2. Public Comment

None

#### 3. Approval of Minutes from April 28th minutes

Motion was made and seconded to approve the minutes from the 04/27/05 meeting. There was no discussion and no objections were raised. Minutes were approved.

#### 4. Debrief HPPC teambuilding training- follow up items

Tracey Packer circulated copies of attendees' assessment and comments (a copy is available upon request). Steven provided background, including that the Council decided to do training twice yearly. He asked members for comments and particularly for suggestions for the Membership Committee about what can be done for the next session.

- Frank Strona suggested that it should be clarified if the work is about the participants, each other, or the way we work together.
  - ⇒ Israel proposed that the training is about how members communicate with, and understand, each other in the context of our mutual work.
  - ⇒ He added that from the comments he's received, participants would have been more comfortable if it was framed that way.
- Thomas Ganger said that additional comments/suggestions could be sent to him by email.
- Allison Weston suggested finding other facilitators for future training sessions.
  - ⇒ She added her concern with the way this facilitator dealt with race and class issues that emerged.
- Tracey thanked the Membership Committee for their hard work and Thomas, on behalf of the Committee, thanked to Lisa Reyes and Eileen Loughran for their support.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

May 26, 2005

#### 5. Follow-up items April 14<sup>th</sup>: Names Reporting Needs Assessment

Tracey explained that there was some confusion as to what the proposed Needs Assessment was about. In way of background, Steven explained that the DPH spends about 25% of its prevention funds on Counseling and Testing, and that the issues include:

- ⇒ California has used a system of coding test results with a Unique Identifier rather than using names and/or Social Security numbers.
- Not all the researchers in the Surveillance Department are completely satisfied with the accuracy of this procedure; nonetheless, Unique Identifiers are estimated to be 85% accurate as opposed to 90% accuracy when using names.
- ⇒ The LA Prevention Council has decided to support use of Names Reporting.
- ⇒ Many people think Names Reporting is inevitable, and suggest it would be better if SF-HPPC (and others) participate in designing criteria rather than having them imposed.
- ⇒ Although there may always be a need for some anonymous testing as it exists in several States, the CDC doesn't like it and may ultimately try to eliminate it.
- ⇒ The position of SF-HPPC and DPH is that we support use of Unique Identifier and the State Law that requires jurisdictions with blood banks to offer anonymous testing.

Israel suggested that the need is to determine if it is the clients and/or the advocates who have issues with Names Reporting. Discussion followed including the following.

- Steven noted that Marcel Miranda asked that the Council take a position on Names Reporting.
- Frank said that the average consumers' opinion is unknown and needs to be understood.
- Israel indicated that no one knows if/how use of names will impact people getting tested.
  - ⇒ He suggested the exploration must go beyond current counseling and testing sites to avoid the place's prejudices, and that reliable non-biased data is needed.
  - ⇒ He also pointed out that some people give names, but not always their real names.
- Ed Byrom expressed that he is conflicted on this topic, but nonetheless supports doing a survey that includes both people who have and haven't yet been tested.

Steven suggested that the first step is to determine if members think a needs assessment is a good idea. He pointed out that any study would have to happen quickly as the State Legislature may take this topic up soon and asked how to get a quick survey done. Discussion followed.

- Tracey questioned if the San Francisco AIDS Foundation/Policy Watch has done any sort of needs assessment on this as they have been at this for a long time.
- Tracey also suggested getting the help of the Gay Men's Health Initiative.
  - ⇒ Frank noted that he is interning there for school.
- Steven pointed out that a student from Johns Hopkins has applied for internship and may be able to work on this study/survey.
- To shorten the overall process, Steven suggested:
  - ⇒ Identifying three or four questions to comprise the survey; and
  - ⇒ Ensuring whatever is done includes people who would most likely be impacted - such as those with linguistic and/or immigration issues.
- Ed noted that there are several ways of approaching confidentiality issues, and questioned if the use of financial incentives might be tried.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 26, 2005

- ⇒ Steven suggested Ed make this suggestion to the San Francisco Leadership Initiative.
- Rafael Cañadas cited the Miami experience where the confidentiality of test results was broken.
  - ⇒ Steven explained that in Miami they are trying to clean up the accidental e-mailing of the list of HIV positive people.
  - ⇒ He added that this is the second time he recalls this happening, but that it will probably happen again.
- Israel added that he thinks people are uncomfortable with Names Reporting because of the current governmental environment.
- Ed expressed his concern that Names Reporting could be one more thing used to restrict people when travelling.

It was agreed to form a Working Group comprised of: Frank Strona, Barbara Adler, Tracey Packer, Lance Toma, Fred Dillon, and someone to represent other linguistic minorities.

Questions should be directed, by email, to Tracey or Frank.

#### 6. Review Attendance

Tracey shared a tally of member attendance thus far in 2005. It was noted the new attendance policy went into effect 04/01/05 and that people's membership couldn't as yet be at risk under its terms.

- Tracey noted that Barbara Adler has told her that she will be resigning.
- The group noted that Michael Discepolo has missed several meetings.
  - ⇒ Steven will phone him to discuss this.

Steven pointed out that the policy is not punishment, but part of Parity, Inclusio,n and Representation - if a member can't be in attendance her/his constituents are not represented.

#### 7. Committee and Co-Chair Updates

Co-Chairs overview was provided by Steven.

- Regarding the upcoming national HIV Prevention Leadership Summit:
  - ⇒ A complication regarding the conference hotel, the Hilton, is that it is currently involved in a labor dispute and should the dispute not be resolved in time, both Mayor Newsom and Representative Pelosi have indicated that they would not attend.
  - ⇒ Tuesday evening 08/02/05 there will be a reception that everyone is invited to.
  - ⇒ Later that evening will also be a youth oriented activity -- details will follow.
  - ⇒ Scholarships for up to ten young people (under 25) are still available.
- The Mayor's committee on Meth Use next meeting is scheduled for Thursday 6/30/05 at noon; people interested in attending should let Steven know.
- He introduced Jen Sarche to discuss the request for letter of support on Vaccine Study.
  - ⇒ Jen distributed copies of an email printout entitled, "*Request for Letter of Support*," a copy of which is available to absent members upon request.
  - ⇒ She explained that the Research Section requests a letter of support for the NIH Clinical Trials Units for continuation of the studies.
  - ⇒ She highlighted how these studies fit with the SF Plan.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 26, 2005

- ⇒ She also explained that in the past they went to various community organizations for similar letters but they are now limited to a 30-page application and as an alternative asked if members could sign as representing their agency.

- Steven suggested members get advice from their respective agencies and let the professional staff know if they may sign for the organization.

Motion was made and seconded to issue the requested letter of support. There was no further discussion. No objections were raised. The motion passed.

The Youth Committee overview was provided by Israel.

- The Committee has taken on two tasks:
  1. Work with, and build a relationship with, SF School District.
    - Representatives of the School District will be invited to Council Meetings, and representative of the Committee will reciprocate.
    - They will continue to explore the role of the School District on the Council.
    - The School District has responded to the Committee's letter saying that they would participate in the Council, if they have to.
  2. Youth involvement in the Council, from each of three subgroups --
    - \* Between 25-29 years old,
    - \* Between 21-24 years old, and
    - \* Those under 21.
- Thomas and Eileen noted that the Committee has discussed providing incentive for youth involvement; either a stipend or school credit.
- Lisa asked if participation of these three groups would be a requirement or suggestion.
  - ⇒ Tracey noted encouragement and promotion is fine, but that the by-laws do not allow setting aside seats for particular groups.
- Israel said the Committee is also discussing how to get ongoing information on school activities and is exploring forming a Working Group to address this issue.

The Substance Use and HIV Risk Committee overview was provided by John Newmeyer.

- Joani Marinoff will no longer serve as Co-Chair, Tom Kennedy will Chair meetings and he will continue to represent the Committee at Steering.
- The Committee is continuing its review of the definition of substance use.
- At the most recent meeting each member spoke about substances' impact in their communities; it is noteworthy that Meth figured large in all.
- Each member had been assigned two or three recent pieces of literature/research findings and each discussed and shared what the studies showed.

The Prevention With Positives Committee overview was provided by Rafael.

- The Committee had a presentation about research studies done regarding PWP, and that members reviewed information regarding different interventions.
- Tracey noted that last year the Committee reviewed the topic with a broad brush, and that this year the work will be on a more detail level.
- Israel asked if the Committee has copy of a recent study on disclosure issues in the Latino community and offered to provide a copy for their review.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 26, 2005

The Membership Committee overview was provided by Thomas.

- In addition to the recent training, the Committee is focused on recruitment, the need for more youth representation; and discussing the next targeting neighborhood for SCANS
- Steven noted that as a result of the recent RFP several people have suggested conducting a SCAN in the Haight/Western Addition.
- Lisa added that the Committee has discussed the Castro, Potrero Hill, and the Mission as the next neighborhoods to be looked at for a SCAN.
- Tracey noted that the application for Council membership is now available on the web at [www.SFHIV.org](http://www.SFHIV.org).

Update from the State Council was provided by Frank.

- The State Council has established Working Groups for the year.
- The Gay Men's Task Force is finishing their report from last year and is working on a similar report on Non-Gay Identified MSM.
- A Report from the African-American Working Group was presented at the last meeting.
- A new Woman's Task Force was established with broadly defined purview to include the Transgender population, and will conduct a statewide needs assessment

### Change in State Funding

Steven explained State funding was traditionally awarded by written grant.

- ⇒ This tends to favor Counties with good grant writers, and disadvantages others.
- ⇒ SF and LA have also been directly funded.
- A recent change in law would redistribute the funding making it somewhat more equitable, including for LA and SF.
  - ⇒ However, a "Hold Harmless" provision of the budget could mostly nullify the realignment.
  - ⇒ This is particularly true because the Committee Chair administering the process is from Santa Cruz, a county that has had the best grant writer and would have had cutbacks.
- If the budget isn't increased the "Hold Harmless" provision will result in funding cuts to several Counties, including LA and SF.
  - ⇒ He highlighted that SF got a \$500K increase, and would like to keep it.

### Changes in Partner Counseling and Referral Services (PCRS) from CDC

Steven provided background including the following on the California Disclosure Program and CDC's Partner Disclosure Assistance Program (PDAP).

- In SF the DPH has contracts with testing sites that has the Counselor help people testing HIV (+) disclose their status to their partners, or provide disclosure for them.
  - ⇒ Many Counties contract with their STD Departments to provide the partner disclosure.
- The CDC is keen on partner disclosure as the administration believes that 1/3 of HIV (+) people are not aware of their serostatus, and therefore don't/can't disclose it.
- The CDC has prioritized partner disclosure (PDAP) and is providing funding to LA and SF.

### City Funding

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

May 26, 2005

Steven conveyed good news: the SF budget has had \$1.4M on the table and that as of 05/25/05 \$1M has been restored to the prevention budget. The \$.4M may be restored to AIDS in general (Care and Prevention).

- He explained that this would increase funding based on the RFP.

#### 8. Review/Discuss June 9<sup>th</sup> HPPC agenda

A Draft Agenda for the 06/09/05 meeting was distributed (copies are available upon request).

- Steven explained that Gayle would chair the meeting.
- He also explained that the RFP Letters of Award went out last week and that two Alternative Solicitations are in the process: one for the Latino community and the second for services provided in clinical settings.
  - ⇒ A chart of the final awards will be included in his presentation to the Council.
  - ⇒ The presentation will be brief, 2-3 slides, as he wants it to be distinct as possible
- He noted that during the 04/17/05 Council meeting there wasn't enough time for full member response to Public Comment and suggested members' response be part of the discussion of the RFP (3:50 - 4:30 PM).
- In response to Ed's question, Steven said that members would get a copy of chart of awards in advance of the meeting.
- Tracey explained the Intersex Issues presentation is from the Parking Lot.
  - ⇒ Gayle added the presentation will include: information on intersex issues, an intersexed representative, and someone from the Human Rights Commission.

#### 9. Review HPPC Parking Lot & Calendar

It was noted that the Parking Lot is, as always, on the reverse of Agenda. Copies of a list of possible future agenda topics were distributed (copies available upon request).

- Tracey and Lisa pointed out that the July Council meeting will be in Visitation Valley.
  - ⇒ Information on public transport to the site will be provided.
- They also noted that at the July meeting the Visitation Valley SCAN will be presented. Comments and discussion followed.
- Israel asked about the joint meeting with CARE Council (September).
  - He noted that the CARE Council will meet on the 4<sup>th</sup> Monday of each month and that they moved their meeting for the last joint meeting.
  - He asked if the HPPC is committed to moving to their schedule this time.
  - ⇒ It was noted that at the last joint meeting the HPPC's business was 3:00 to 4:30, the joint agenda was 4:30 to 6:00, and the CARE Council's business 6:00 to 7:30 PM.
  - ⇒ It was highlighted that the joint meeting date has not as yet been confirmed.
- Tracey suggested making announcements at the Council meeting of the July location and the possible September joint meeting.
- Steven suggested setting up car pools for the July meeting, and/or renting a van.
  - ⇒ The commute from Civic Center to Visitation Valley is about 45 minutes to one hour on the bus.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

May 26, 2005

- Tracey and Gayle updated the calendar to note that NAAP and NAHC will not present at the July meeting, but will be moved to another meeting.
- Tracey highlighted that the distributed document is tentative.
- In response to a question about the "Breakfast Buffet" (August) Tracey explained that this is a program providing late night prevention services - not food.
- In response to another question it was explained that Phase 2 Diversity Training could be either October or November.
- Frank recommended the City's Task Force on Meth Use should present to the Council.  
⇒ Tracey suggested the Substance Use Committee could organize that presentation.
- It was noted that the calendar for the remainder of the year is getting crowded, which is good in case someone scheduled to make a presentation cancels.

#### 10. Closure and Evaluation

As the committee's work was completed, it adjourned at 4:39 PM

The minutes were prepared by David Weinman and reviewed by Tracey Packer and  
\_\_\_\_\_.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 06/23/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A***



= HIV Prevention Planning Council  
 = Steering Committee  
 Thursday, June 23, 2005  
 3:00-5:00 PM  
 25 Van Ness Avenue, Suite 330A  
 San Francisco

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= Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                          | 3:00 - 3:10 PM |
| 2. Public Comment                                     | 3:10 - 3:20 PM |
| 3. Approval of Minutes from May 26 (vote)             | 3:20 - 3:25 PM |
| 4. Debrief June 9 HPPC Meeting                        | 3:25 - 3:40 PM |
| > Review Process Evaluation Memo                      |                |
| 5. Committee and Co-Chair Updates:                    | 3:40 - 4:00 PM |
| > Co-Chairs: HPLS Drawing                             |                |
| > Youth   |                |
| > Substance Use                                       |                |
| > Prevention with Positives                           |                |
| > Membership/Community Liaison Committee              |                |
| > Update on city/state/federal issues                 |                |
| 6. Six Month Review                                   | 4:00 - 4:40 PM |
| > Evaluation of First 6 Months                        |                |
| > Planning for the Second 6 Months: July - December   |                |
| > Consider HPPC Parking Lot & Calendar                |                |
| 7. Review/Discuss July 14 HPPC agenda (possible vote) | 4:40 - 4:50 PM |
| 8. Closure and Evaluation                             | 4:50 - 5:00 PM |

**Next Meeting: July 28, 2005, 3:00 - 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

**Members Present:** Edward Byrom, Thomas Ganger, John Newmeyer, Perry Rhodes III, Israel Nieves-Rivera, and Frank Strona.

**Members Absent:** Gayle Burns, Rafael Cañadas, and Steven Tierney.

**Guests:** Tom Kennedy (HPPC Member)

**Professional Staff:** Eileen Loughran (HPS), Vincent Fuqua (HPS), Lisa Reyes (HPS), Kathleen Roe (Process Evaluation), David Weinman (note taker), and Allison Weston (Harder & Co).

#### 1. Welcome and Announcements

Israel Nieves-Rivera called the meeting to order at 3:04 PM. He invited members to introduce themselves and make announcements.

- Frank Strona noted that he had recently attended a national conference highlighted for him how fortunate SF is because of the cooperation between the community and DPH.
- He then announced that Steve Shoptaw will be conducting meetings Wednesday 07/06/05 regarding Crystal/Meth at the LGBT Center. During the day the program will be for providers and he will speak at a community forum at 7:00 PM.
- Frank then announced PROP (Positive Reinforcement Opportunity Program) is now operational, that several people have completed the program and are still clean.
  - ⇒ Additional information can be found at [www.propsf.org](http://www.propsf.org).
  - ⇒ It was noted that this is the same program that ran successfully in LA.
  - ⇒ He distributed the program's purple promotional wrist bands saying, "*Play Healthy*."
- Tom Kennedy announced that the Research Section has received a grant from Merck, doubling their funding for the ISIS program.
- Vincent Fuqua announced that results of the survey conducted by the SFGMCI (SF Gay Men's Community Initiative) are being disseminated by way of the brochure entitled, "*Findings from the SFGMCI's Online Survey*" copies of which were distributed and are available to absent members upon request.
  - ⇒ Information can also be found at [www.sfgmci.org](http://www.sfgmci.org).
- Eileen Loughran's announcement that she had completed the AIDS Life Cycle was met with applause.
- Kathleen Roe announced that two abstracts about the SF HPPC have been accepted for presentation at the APHA (American Public Health Association) conference in New Orleans.
- Kathleen also asked members for examples of interesting organizing processes that she could cite in her class as SJSU.
  - ⇒ She reminded members that they are always welcomed to observe or address her class.

#### 2. Public Comment

None



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

#### 3. Approval of Minutes from May 26<sup>th</sup> Meeting

Motion was made and seconded to approve the minutes from the 05/26/05 meeting. There was no discussion and no objections were raised. Minutes were approved with Perry Rhodes III abstaining.

#### 4. Debrief June 9 HPPC Meeting

Kathleen asked for overall comments and questions on the 06/09/05 meeting.

- Frank noted that cultural event such as the performance of the Honor Song at the 06/09/05 meeting changes the mood of the entire meeting.
- Several members offered background on the significance of the Honor Song and geese feathers distributed by Gayle Burns.
- Israel noted that such cultural elements can be done because of the support from the professional staff, the other Co-chairs, and members in general.
  - ⇒ Kathleen noted that this support is part of what it takes to run a good community planning council.
  - ⇒ He added that Gayle did an excellent job facilitating the meeting.

Kathleen then distributed the memorandum entitled, "*Process Observations: June 9, 2005 HPPC Meeting*," copies of which are available to absent members upon request. Her overview included the following.

- The meeting demonstrated the stability of the SF process, with consistent ratings even at this meeting, which could have been a difficult meeting, but wasn't.
  - ⇒ There was good participation with acknowledgement that there is a lot of work to do.
  - ⇒ Around the table discussion was civil, honest, and without bitterness, even though there were members representing organizations that were not funded.
- The presentation of Intersex was good and moved members to think about something new.
- She then reviewed the highlighted recommendations.
- Kathleen observed, as an aside, that the book As Nature Made Him is great reading and should be on an HPPC's 'Reading List.'
- Kathleen also observed that Steven Tierney did a great job of notifying attendees that there was a reporter in the room.

#### Comments and Questions

- Israel noted that there is a difference between someone presenting research and telling their personal story and that some coaching may be appropriate.
  - ⇒ Kathleen proposed perhaps adding something in orientation about the difference.
- In response to a comment from Israel, Kathleen explained that the process evaluation team provides feedback to the Co-Chairs almost immediately / the next day.
- Lisa Reyes noted that there was more community guest than expected at the meeting and that by the break, soda, water and other refreshments were out. She asked that if HPPC members were inviting guest to the HPPC, to please call Betty, so that sufficient refreshment could be purchased.
- Israel observed that while there were lots of public present, there was little or public comment and suggested people who bring guests encourage them to participate.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

- ⇒ Kathleen suggested perhaps having members introduce the guests they bring.
- In response to Perry's comment, discussion ensued about the layout of the meeting room including the following.
  - ⇒ It was suggested the front door be closed at 3:10 and people directed to enter through the back door.
  - ⇒ It was suggested that the end adjacent to the kitchen be the back of the room; that the Co-Chairs and note taker be situated at the end furthest from the kitchen.
    - It was observed that the projection screen would then be at the back of the room, which might be okay because either way people have to move during presentations.

## 5. Committee and Co-Chair Updates

### Co-Chairs: HPLS Drawing

Drawing was held for free admission to this conference with Janetta Johnson, Michael Cooley, being chosen. Ken Pearce was chosen as an alternate.

- Israel asked attendees to spread the word that for a number of reasons wearing one's name badge will be required for plenary sessions and most other events.

### Youth Committee - report provided by Perry Rhodes III

The Committee's meeting touched on all three of their goals:

- Creating more communication with the SF School District (SFSD)
  - ⇒ The SFSD will be scheduled to do a presentation for the Council.
  - ⇒ Such presentations, hopefully, will be a regular occurrence.
  - ⇒ Committee members, including Perry, will attend some SFSD meeting(s).
- Ensuring more youth participation in the Council.
  - ⇒ Perry addressed the Membership Committee meeting and spoke about a number of things including a review of the proposed youth categories, and recruitment ideas.
  - ⇒ The Membership Committee will join the Youth Committee in planning a presentation to the Council.
  - ⇒ The Committee is identifying gaps in participation using a grid similar to the one compiled by the AIDS Office of all services, although not as comprehensive.
- Development of a Youth Advisory Board was tabled until the next meeting.
- Israel noted that the DPH has a very good relation with SFSD and that the HPPC has been trying to build a bridge to the School District for several years.
  - ⇒ He recommended getting Steven Tierney involved in building this relationship.

### Substance Use and HIV Risk Committee - report provided by Tom Kennedy

- The Committee reviewed a second draft of its definition of substance use.
- It also reviewed the dynamics of substance use in various populations/sub-populations.
- The Committee has agreed to develop a chart that showing the impact of substance use in different communities including what, if any, response has been made.
- They reviewed how substance use negatively impacts HIV prevention, including the relationship between substance, cash, housing, and sex.
- Frank added that the Committee proposes adding the PROP Initiative to the Parking Lot.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

- Israel reminded the attendees of Rafael Diaz' presentation that described some of the differences in use between Cocaine and Meth.
- John Newmeyer pointed out that the use of Meth is not centered in the Gay community elsewhere in the country.
- An aside Tom noted that there seems to be increased occurrence of Multi-Resistant Staff Infection (MRSI) in SF.

#### Prevention with Positives - report provided by Ed Byrom

- The Committee had a presentation from Mike Pendo outlining recent programs and studies.
- It is aiming at putting together a presentation for the Council describing what PwP is, including where the gaps are.
- The Committee will divide into small work groups to review and make recommendations.
- They are working on avoiding the common summer drop-off in Committee activity.
- In response to a question about the cooperation between the Councils, Ed said that they have found some real commonalities, that they are not arguing about the language as much, in all it is much better than last year.
  - ⇒ Israel suggested documenting how the Councils manage to work together, as there is a national trend to blend Care and Prevention.
- Allison Weston observed that Care representatives working in the group dealing with the Focus Group are starting to represent prevention concerns/viewpoints.

#### Membership/Community Liaison Committee - report provided by Thomas Ganger and Lisa Reyes

- The Committee has been made aware of several populations that are not represented on the Council, including the need for youth involvement.
- The July Council meeting (07/14/05) which was planned for Visitacion Valley will instead be held at City Hall at the request of Visitacion Valley community members.
  - ⇒ Lisa explained that the SF Housing Authority's offices had been reserved for the presentation, but that the community members working on the project were uncomfortable with this venue and requested the meeting be in more neutral territory.
- Lisa pointed out that the Visitacion Valley study was not really SCAN, it was more Community Organizing process.
  - ⇒ Investigation found the community more focused on violence prevention.
  - ⇒ They are looking at ways of incorporating HIV prevention into violence prevention.
  - ⇒ The presentation of the results of the SCAN will still be done at the July meeting.
- The Membership Committee will have their meeting in Visitacion Valley.
- Lisa added that the Committee would make presentation to the whole council on how recruitment and membership process works.

#### Update on City/State/Federal issues

- Israel reported that negotiations regarding funding from the RFP is not as yet finalized, thus the grid of services is still incomplete, and the process of identifying gaps is ongoing.
- Frank noted that the State CHPG will meet next in Oakland/Emeryville and that he will confirm details by email.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

- ⇒ The meeting will discuss its priorities: PwP, Names / No-Names Reporting, and Prevention focused on MSM.
- ⇒ He highlighted that public comment welcomed and encouraged, although the meetings are generally not well attended, thus it is a good opportunity to have one's views aired.
- In response to Ed's question, Frank said that the HPPG does not as yet have a website.
- Israel asked about progress on the Names/No-names, etc Reporting survey and was told that the group is working on collecting information and will report their findings.

#### Co-Chairs - reported by Israel Nieves-Rivera

- The next meeting regarding Meth use in SF will take place Thursday 07/07/05 from 12:00 - 2:00PM in the Mayor's Conference Room.
- 06/27/05 representatives from HPPC will conduct a presentation for the Care Council.
- The Co-Chairs observed and discussed that in the years where there is a clear agenda with concrete deliverables things move more quickly.
  - ⇒ He cited the speed with which the 2004 Plan was compiled and written.
  - ⇒ It was suggested that a marker be established for the year.

## 6. Six Month Review

### Evaluation of First 6 Months

Kathleen distributed the document entitled, "*HPPC Process Evaluation Midyear Report*," copies of which are available to absent members upon request. She provided additional commentary including the following.

- **I. Process Indicators** - the group has consistent numbers, which are always relatively high.
  - ⇒ No consistent problems were noted.
- **II. Words that Describe the HPPC Meetings...** - words were organized by category.
  - ⇒ In the uncomfortable section, the "*alarming*" comment related to the data.
  - ⇒ Overall, the process involves members in learning and taking action on what is learned.
- **III. Process Recommendations** - an inventory of recommendations offered and showing those that have been implemented.
- **Take Away Message** - what is the next big thing that this group is going to do / take on.
  - ⇒ Kathleen observed that HPPC members love to learn, but to what end?
  - ⇒ She suggested opening up the last half of the 2004 Plan dealing with quality/evaluation and performing as an advisory group to the DPH.
  - ⇒ She noted that this group would get bored without something new and challenging.

### Planning for the Second 6 Months: July - December

Kathleen suggested that rather than the Council continue to tinker with its process, which is already extremely good, but human and so will always have some flaws, that it go on to something more substantive, perhaps break new ground. Discussion included the following presented here by topic.

#### Evaluation

- Frank noted that the 2004 Evaluation Committee expected to be continued, but wasn't and left an unfinished agenda.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

June 23, 2005

- ⇒ He suggested working on evaluation as a positive force, not a punitive one.
- ⇒ He also suggested going over the Committee's notes and picking up where it left off.
- Ed proposed having funded agencies report how they are using the money.
  - ⇒ He added that the Council particularly needs to know what they are that is new.
  - ⇒ Israel suggested asking the DPH how the funding is being used, but that it might not be appropriate to directly request information from the agencies.
- Israel noted a recommendation that came out of the 2004 Evaluation Committee resulted in there now being a Contract Manager and a Reviewer.
  - ⇒ He added that the Committee's work could be taken further.
- Kathleen said that although it is not the Council's purview to review how agencies are using funding, it may be appropriate to look into how programs are working so as to make recommendations to the DPH.
  - ⇒ She added focus on evaluation also supports going beyond DEBIs and REPs.
- Perry suggested in the spirit of a non-punitive evaluation process looking at DPH's Contract Managers' relationships with agencies.

#### Epidemiology (Epi)

- Ed suggested that the Council be kept informed of Epi data, as it shouldn't be surprised by announcements such as the data released on the API community.
  - ⇒ Israel noted that information regarding the API community was included in Willi McFarland's annual presentation to the Council.
  - ⇒ He also noted that some data has been reported to national conferences before it is reported to the Council.
- Kathleen suggested the Council perhaps get an Epi update at each meeting, noting that this would also hone people's Epi skills.
- She also suggested that the Council work on the field of data collecting and reporting.
- Kathleen suggested scheduling presentations shortly in advance of when researchers make presentations to national conferences.
- Lisa pointed out that the CDC requires annual updates of the Epi chapter.

#### Names/No-Names Reporting

- Ed suggested taking on Names/No-Names Reporting through the SF Leadership Initiative.

#### Technical Assistance

- Perry suggested that too much depends on agencies' writing skills and proposed developing guidelines on how agencies tell their stories, as well as monitoring and reporting results.

#### Resource Guide / Service Catalogue

- Frank suggested compiling a list of available services that is as comprehensive as the Plan.
- Israel noted that the current resources guide needs to be radically changed.
  - ⇒ He suggested making it web-based so that it can be kept current.
- Lisa noted that the last guide was done in 2003.

Israel observed that this year's Co-Chairs create the agency for the next year and need two or three good projects to lay the groundwork for.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

June 23, 2005

#### HPPC Calendar

Lisa distributed the document entitled, "*HPPC Meetings: Possible Topics*," copies of which are available to absent members upon request.

- She highlighted the change in the July venue.
- She also pointed out that the joint meeting with the Care Council in September was still to be confirmed but tentatively scheduled for Monday 09/26/05 with:
  - HPPC business 3:00-4:00, Mutual business 4:00-6:00, and Care Council 6:00 - 7:00.
- ⇒ Frank suggested care be taken with the wording used to refer to the Care Council's part of the agenda so as not to appear to minimize the importance of their business.
- ⇒ Lisa reminded the Committee that the Care Council met on the HPPC's schedule at the last joint meeting, so this time the HPPC is meeting on the Care Council's schedule.
- ⇒ Kathleen noted that she would not be able to attend the Monday meeting but that Alison Wakefield would represent the process evaluation team.
- Israel asked when the Committees would like to make their presentations to Council:
  - PwP - November
  - Substance Use and HIV Risk - October
  - Membership/Community Liaison - August
  - Youth - responded that its presentation would be best during the same meeting as that of the SF School District; probably October or November

#### The Parking Lot

Israel noted there are things on the Parking Lot but that are not on proposed meeting schedule. He also pointed out that members had suggested that presentations be together by subject.

- Lisa suggested items 1 and 2 (PEP and Diversified/Non-Governmental funding) can be together, and that 7 (Intersex Issues) is done
- She also pointed out that the Parking Lot has never been cleared.
- It was noted that 3 (Prevention for African-American Men) was carried over from last year.
- In response to Tom's suggestion, Israel explained that discussion of next year's Council agenda is discussed in Steering and proposed to and voted on by Council.
- Tom suggested getting public and agencies' comment on what to do next year.
  - ⇒ Israel proposed putting something on the website to solicit public input.

#### 7. Review/Discuss July 14 HPPC agenda

- Israel explained that negotiations are still underway and may not be completed in time for discussion at the Council meeting.
- Frank suggested adding a cultural element regarding the Visitacion Valley community.
  - ⇒ Lisa suggested having youth take pictures of the neighborhood and/or have people provide narrative of the neighborhood.
- Israel suggested ensuring that the meeting include an explanation of why the meeting was moved, that it wasn't the Council's choice.

The draft agenda was accepted by consensus.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

June 23, 2005

### 8. Closure and Evaluation

- Tom relayed Jen Sarche's thanks for the Council's letter of support.
- He added that he would like to see the Council recommend more cooperation between STD Section and the AIDS Office.

Israel reminded members to execute the evaluation forms. The meeting adjourned at 4:55 PM.

The minutes were prepared by David Weinman and reviewed by Lisa Reyes.

*THE NEXT MEETING IS SCHEDULED FOR THURSDAY 07/28/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A*



HIV Prevention Planning Council  
Steering Committee  
Thursday, July 28, 2005  
3:00-5:00 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco

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Agenda

1. Welcome and Announcements 3:00 – 3:10 PM
2. Public Comment 3:10 – 3:20 PM
3. Approval of Minutes from June 23 (vote) 3:20 – 3:25 PM
4. Debrief July 14 HPPC Meeting 3:25 – 3:40 PM
  - Review Process Evaluation Memo
5. Committee and Co-Chair Updates: 3:40 – 4:00 PM
  - Co-Chairs
  - Youth
  - Substance Use
  - Prevention with Positives
  - Membership/Community Liaison Committee
  - Update on city/state/federal issues
6. Report on Behavioral Surveillance Among MSM 4:00 – 4:30 PM  
by Henry Fisher Raymond
7. Review/Discuss August 11<sup>th</sup> HPPC agenda (possible vote) 4:30 – 4:40 PM
8. Discuss September 26<sup>th</sup> Joint HPPC/CARE Council Meeting 4:40 – 4:50 PM
9. Closure and Evaluation 4:50 – 5:00 PM

**Next Meeting: August 25, 2005, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# **HIV PREVENTION PLANNING COUNCIL (HPPC)**

## **Steering Committee**

### **Action Minutes From Meeting:**

**July 28, 2005**

**Members Present:** Gayle Burns, John Newmeyer, Israel Nieves-Rivera, Perry Rhodes III, Frank Strona, and Steven Tierney.

**Members Absent:** Edward Byrom, Thomas Ganger.

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Lisa Reyes (HPS), and Allison Weston (Harder & Co)

#### **1. Welcome and Announcements**

Israel Nieves-Rivera called the meeting to order at 3:16 PM. He invited members to introduce themselves and make announcements.

- Allison Weston announced that she is transferring to the Harder+Company office in San Diego this fall and will be transferring her HPPC duties to Clare Nolan, a Senior Research Associate with the firm. Allison will continue to work with the PWP and Substance Use Committees through the end of the calendar year.
- Allison also mentioned that Harder & Co are still working on the HIV Needs Assessment and distributed flyers inviting participation in a series of focus groups (copies are available upon request).
- Steven Tierney announced that the HPLS conference is starting this Sunday July 31, at the Hilton Hotel and encouraged everyone to attend.
- Frank Strona announced that he will speak at the Syphilis elimination meeting in Atlanta this weekend and will use information regarding the HPPC's work in his presentation

#### **2. Public Comment**

None

#### **3. Approval of Minutes from June 23rd meeting**

Motion and seconded to accept the minutes of the meeting 06/23/05.

- It was noted that on page one, the presenter at the 07/06/05 meeting regarding Crystal/Meth at the LGBT Center should read Steven Shoptaw
- It was also noted that on page 4 under Update on City/State/Federal issues the minutes should read CHPG (not HPPG).

No further comments, correction, or objections were offered. The minutes were approved as amended

#### **4. Debrief July 14 HPPC Meeting**

Israel Nieves-Rivera circulated copies of the process evaluation results (a copy is available upon request). He noted that most scores were 4 and over. Israel asked members to share their thoughts on the meeting:

- Perry Rhodes III stated he loved the presentations from the youth. He commented that the agenda was a little tight and recommended the council be mindful of making sure there is time for everyone to speak.
- Israel thanked the CLC/Membership committee for planning the presentations, including

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

July 28, 2005

the slides of Visitacion Valley.

- Gayle Burns stated that in the CLC/Membership committee meeting she recommended that the Council follow-up on the issues brought up by the presenters from Visitacion Valley.
- Israel added that the SCANS and other data highlighted non HIV-related issues and suggested the council compile this information into a report to forward to the appropriate agency or body (example: sharing feedback regarding police harassment to the SFPD)
- Lisa Reyes commented that the presenters want to continue the collaborate working with members from HPS/HPPC and that some presenters from Visitacion Valley expressed interest in joining the HPPC.
- Perry Rhodes III commented that he enjoyed the various media used during the presentations
- Steven Tierney noted the youth involvement in the presentations was wonderful.

#### 5. Committee and Co-Chair Updates

Co-Chairs overview was provided by Steven.

- The UCHAPS (Urban Coalition for HIV/AIDS Prevention Services) meeting is this Saturday and Sunday July 30-31 at 25 Van Ness in Room 330A. The meeting will focus on peer technical assistance regarding school and youth endeavors in the 6 cities. This should give the opportunity to show San Francisco's leadership in this area.
- The HPLS Conference starts this Sunday at the Hilton Hotel. There is a welcome reception during the registration session from 6-9PM on Sunday. Steven mentioned the op-ed piece in the Bay Area Reporter regarding the conference and clarified that there is not currently a strike at the hotel and attendees will not be crossing a picket line. On Tuesday night from 5-7PM there is a reception with music and food. The reception extends until 11PM for Youth. Steven thanked everyone who has helped put this conference together.

The Youth Committee overview was provided by Perry Rhodes III.

- The recent committee meeting had two guests: Steven Tierney and Marc Spencer to assist the committee in their discussion regarding whether to have an ongoing youth advisory board to the HPPC. This could be difficult so the committee is exploring building a relationship with the San Francisco Youth Commission. The Committee will look into meeting with the Commission's Public Health Committee to introduce HIV-related issues as well as teen pregnancy and STDs to the group. Chadwick inquired on their meeting schedule and learned that the Youth Commission is currently on summer break.
- The youth committee is also planning a meeting with Ms. Trish Bascom from School Health. Perry also met with the membership committee to talk about recruiting youth to the HPPC. They are also looking forward to the BRP sheets to be completed so they can look at gaps.

The Substance Use and HIV Risk Committee overview was provided by John Newmeyer.

- The Committee is finalizing its definition of substance use. The Committee is also examining substance use issues across BRPs to look at gaps in different communities. They will continue this discussion at their next meeting and will begin drafting recommendations for presentation to the Council.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

July 28, 2005

The Prevention With Positives Committee overview was provided by Allison.

- The committee finished discussion regarding PWP in various populations and will begin to add the recommendations to their document.

The Membership Committee overview was provided by Gayle.

- The Committee is sending out membership applications on August 3<sup>rd</sup> as the Council currently has 8 seats available. The deadline for submitting an application will be August 17<sup>th</sup>. The membership Committee has received 10 applications already and will begin interviewing on August 8<sup>th</sup>. New members will be appointed in September, oriented in October and will start their two months of a provisional term in November. The full term will begin in January 2006.
- Gayle mentioned that the Committee has received feedback regarding youth recruitment. In addition, Gayle contacted API providers to increase client involvement on the Council. Applications were also passed out at the Transgender Advisory Group

HPS staff is working on contacting Council members whose terms are ending if they are interested in renewing their membership. Israel recommended finding out who is not planning to renew as soon as possible in order to know how many more seats will be available.

#### Community Members

- Israel introduced two new applicants to the PWP Committee. There was discussion as to whether applications should be accepted this late in the year- could limit PIR. This issues was sent to the Membership/CLC Committee to determine a clear deadline for accepting applications for committee membership
- Allison noted that Billie-Jean Kanios is a CARE Council member applying to fill the vacant CARE Council representative position. Billie-Jean Kanios' application was accepted. The application for Brent Roelofs was tabled until the next Membership/CLC meeting

- Israel also noted that there are members who have exceeded the allowed number of absences. The Co-Chairs will send these members a warning letter.

City, State, and Federal Updates were provided by Steven Tierney

- Steven summarized the final push for the state budget. He added that the City has restored funds to prevention and care and has given 1 million extra. It is still not sure how or when these funds will be allocated.
- On the federal level, the President has issued recommendations regarding the reauthorization of the Ryan White CARE Act. These recommendations will go to Congress for approval
- Israel noted that the PEMS Advisory Group meets every other Thursday at 11 AM. He also noted that currently PEMS does not ask clients what language they speak - this information would help providers know how to direct resources
- Steven noted that the Mayor's Crystal Meth advisory group is meeting on 8/10 in room 201 at City hall. Judge Alpers is going to talk about the city's policy for folks arrested on drug-

## **HIV PREVENTION PLANNING COUNCIL (HPPC)**

### **Steering Committee**

#### **Action Minutes From Meeting:**

**July 28, 2005**

related charges. He will also give an overview of Drug Court policies & procedures.

•Steven announced that an exhibit highlight 20 years of HIV Social Marketing is on display in the Atrium on the 5<sup>th</sup> Floor of the AIDS Office, and in Jimmy Loyce's old office.

•Allison gave a brief report on the status of the update to the Prevention Plan's epidemiology chapter. Once the consensus process is completed, the Steering Committee will have a chance to review the new data and discuss how to incorporate it into the Epi chapter.

#### **6. Report on Behavioral Surveillance Among MSM by Henry Fisher Raymond**

A preliminary presentation of the MSM Behavioral Surveillance data was made. A full presentation will be made to the Council at a later date. Copies of the presentation are available by request.

#### **7. Review/Discuss August 11<sup>th</sup> HPPC Agenda**

It was noted that the Council needs to sign the Cooperative Agreement by September 21<sup>st</sup>. The Council needs time to give input but the agreement will not be received by the 8/11 meeting as the DPH has not yet received the report from the CDC. It was also noted that DPH needs to identify a staff person to take the lead in writing the cooperative agreement as Charles Klein has recently moved on to a new position. It was decided to make time in the 8/11 agenda to discuss the joint CARE/HPPC meeting. The Council may need to identify a subgroup of people to discuss the cooperative agreement in detail at an extra meeting to be determined.

Additional potential topics for the meeting include results of the midnight buffet, the NAAP Rap information, or a presentation regarding PREP/PEP.

#### **8. Discuss September 26<sup>th</sup> Joint HPPC/CARE Council Meeting**

Israel noted that the last time a joint meeting was held, the HPPC met early to conduct basic Council business. The joint meeting was then held for 1.5 hours, then the CARE Council stayed to conduct their business. Israel stated this was an option for the upcoming meeting. Another option would be to conduct the joint meeting for the full 3 hours to allow for more lengthy discussion regarding a shared issues such as PWP, the Ryan White CARE Authorization, or determining common language for Counseling and Testing and establishing linkages between prevention and care services

Topics would have to be confirmed with the CARE Council

It was recommended that HPPC members have a chance to discuss these options during the 8/11 meetings.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

July 28, 2005

### 9. Closure and Evaluation

The meeting was adjourned at 5:00 PM

The minutes were prepared by Allison Weston and reviewed by Lisa Reyes.

THE NEXT MEETING IS SCHEDULED FOR THURSDAY 08/25/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE. SUITE 330A





HIV Prevention Planning Council  
 Steering Committee  
 Thursday, August 25, 2005  
 3:00-5:00 PM  
 25 Van Ness Avenue, Suite 330A  
 San Francisco

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≡ Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                            | 3:00 – 3:10 PM |
| 2. Public Comment                                       | 3:10 – 3:20 PM |
| 3. Approval of Minutes from July 28 (vote)              | 3:20 – 3:25 PM |
| 4. Debrief August 11 HPPC Meeting                       | 3:25 – 3:40 PM |
| ➤ Review Process Evaluation Memo                        |                |
| 5. Committee and Co-Chair Updates:                      | 3:40 – 4:00 PM |
| ➤ Co-Chairs - Attendance Follow-up                      |                |
| ➤ Youth   |                |
| ➤ Substance Use & HIV Risk                              |                |
| ➤ Prevention with Positives                             |                |
| ➤ Membership/Community Liaison                          |                |
| ➤ Update on city/state/federal issues                   |                |
| 6. Discuss September 26 Joint HPPC/CARE Council Meeting | 4:00 – 4:20 PM |
| 7. Cooperative Agreement/Indicators Discussion          | 4:20 - 4:40 PM |
| 8. Epi Chapter Update - Harder and Co.                  | 4:40 – 4:50 PM |
| 9. Closure and Evaluation                               | 4:50 – 5:00 PM |

**Next Meeting: September 22, 2005, 3:00 – 5:00 p.m.**

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

August 25, 2005

**Members Present:** Gayle Burns, Edward Byrom, Thomas Ganger, John Newmeyer, Israel Nieves-Rivera, Perry Rhodes III, Gwen Smith, and Steven Tierney.

**Members Absent:** Frank Strona, and Steven Tierney.

**Professional Staff:** Eileen Loughran (HPS), Lisa Reyes (HPS), Clare Nolan (Harder & Co), and David Weinman (note taker).

#### 1. Welcome and Announcements

Israel Nieves-Rivera called the meeting to order at 3:03 PM asking attendees to introduce themselves and make announcements.

- Lisa announced Tuck Mayo's resignation from the Council.
- Israel distributed copies of AGUILAS' new Social Marketing campaign entitled, "*Destino Destination San Francisco*," copies of which are available to absent members upon request.
  - ⇒ The printed materials simulate travel documents and include a guide to services, activities, and venues.
  - ⇒ The presentation of these materials was met with applause.

#### 2. Public Comment

None

#### 3. Approval of Minutes from July 28

Motion was made and seconded to approve the minutes from the 07/28/05 meeting. There was no discussion. No correction or objections were raised. Minutes were approved with Gwen Smith, Ed Byrom, and Thomas Ganger abstaining.

#### 4. Debrief August 11, HPPC Meeting

Israel distributed the document entitled, "*Participant Dialogue Boxes August 11, 2005*," copies of which are available to absent members upon request. He asked members to review the evaluation and asked for comments. Discussion followed including the following (by subject).

##### The Agenda

- Gayle Burns noted that there were a lot of comments regarding the agenda being too full.
- Israel pointed out that the SF Gay Men's Community Initiative (SFGMCI) was a long presentation and so there wasn't sufficient time to discuss the Cooperative Agreement.
- Ed suggested putting the Cooperative Agreement earlier in the program.
- Vincent Fuqua pointed out that some of the presenters had timing restraints and so had to be on the early part of the agenda.
  - ⇒ Israel explained the difficulty of scheduling speakers.
- Gayle remarked that there wasn't enough time for feedback during the July Council meeting (focused on Visitation Valley) and that agendas are too tight.
  - ⇒ She suggested exploring extending the meetings by 30 minutes.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee Action Minutes From Meeting: August 25, 2005

- Lisa and Israel pointed that the Steering Committee is the body that sets the agenda and it tends to want to cover a lot of issues.
- Ed questioned if items could be pulled from the agenda during the Council meeting.
  - ⇒ Israel said that members' approval of the agenda could be part of the Co-Chair's introductory remarks.
  - ⇒ Lisa added that Council members could move for an item to be taken off the agenda.
  - ⇒ Perry and Ed highlighted the practical difficulties of doing this, adding that the agenda has been entrusted to, and should continue to, come from the Steering Committee.
- Israel reminded members that there was an intention to get Council meetings to two hours, and that meetings used to be every other month.
- Israel noted that the agenda came together very quickly for the 08/11/05 meeting.
- John Newmeyer suggested that when needed the Council could consider adding a meeting.
  - ⇒ He added that there should be no 'filler' in meetings.
- Lisa pointed out that IDU, Gay Men's Health, and Structured Interventions were all on the Parking Lot.

#### The Brainstorm Regarding Structured Intervention

Lisa asked if the brainstorm with the whole Council was it too big a group.

- Perry Rhodes III said that people seemed to have enjoyed it.
  - ⇒ He added that he like the diagram of the river as it gave the discussion structure.
- Gayle and others indicated that the exercise worked well.
- Israel suggested that it felt too much like training and suggested more explanation of what Structured Intervention is rather than examples.
- John noted that structural interventions is a very meaty topic and more time could have been spent on it.

#### The SFGMCI Presentation

- It was mentioned that Doug Sebesta's component of the presentation was too long, which distracted from the idea of this being a community initiative / presentation.
- Israel noted that the Council is a fairly savvy audience and that the City's financial involvement wasn't handled clearly and directly.
  - ⇒ For instance it may have been explained that the City's support was, "In kind."
  - ⇒ He added that as a means of motivation the DPH encourages employees to use 25% of their timer involved in community issues.
  - ⇒ He pointed out that people may shut down if they don't believe what they are being told.
- Perry suggested that if the purpose is to energize the community the presenters need to have more enthusiasm.

## 5. Committee and Co-Chair Updates

The Substance Use and HIV Risk Committee overview was provided by Vincent.

- The Committee approved the definition of Substance Use.
- It is looking at comparing the services called for by the Plan versus what it thinks is needed.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

August 25, 2005

- Overall he characterized the Committee's progress as, "*Going well*".

After some discussion it was agreed the Committee would report to the Council in November.

The Youth Committee overview was provided by Eileen Loughran.

- The Committee is moving forward on its agenda.
- Chadwick Campbell has made contact with the SF Youth Commission.
- They have explored gaps in services.
  - ⇒ Kym Dorman made a map of where services are available and Eileen gathered information from contracts.
  - ⇒ They noted, however, that there are agencies providing services who are not funded by HPPC, so they are working on a more comprehensive map/chart.
- The Committee will make its presentation to Council in October.
- Perry added that they are partnering with the Membership Committee to recruit participation by young people in the Council
  - ⇒ He added that it is exciting it is to see youth get involved in Community Planning.

Discussion followed about full representation on Committees. It was agreed that no Committee could have representation from all possible populations, and that part of PIR is that Committees seek information on populations not directly represented by its membership.

The Prevention With Positives Committee overview was provided by Ed.

- The Committee has discussed that its membership includes only one person of color, although they have nonetheless had good community involvement.
- The Care Council, HPPC, and Community continue to work well together.
- They are coming up with recommendations and are looking for a new model/visual representation to use rather than the "*Pie*."
- The Committee's recommendations will probably include both specific and general items for different populations.
- They are looking at November for its presentation to the Council.

The Community Liaison/Membership Committee overview was provided by Thomas.

- The Committee reviewed the status of implementing the new Attendance Policy.
  - ⇒ Eileen observed that attendance has been an issue for the Membership Committee because it is a small committee and they have had difficulty obtaining a quorum.
- The Committee is conducting interviews of potential new Council members.
- They are developing guidelines regarding the Mentorship program.

The Committee moved to accept Rafael Cañadas' application to re-join the HPPC as a Community Member of the Youth Committee. Discussion followed.

- Israel noted that all meetings are open to the public and that the difference between a Community Member and public attendance is that the former has a vote and is part of the headcount to determine quorum.
    - ⇒ He also noted that all Committees end in December.
  - Perry noted that Rafael has an understanding of a lot of things relating to the Council.
- There were no objections or abstentions to the motion. The motion was approved
- Diversity Training workshop will be part of the December Council meeting.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

August 25, 2005

- ⇒ It was noted that if the December meeting is not open to the public it may be held at the Penthouse in Harder & Co's building.
- Eileen reminded members of her request for input on Orientation.
- ⇒ Israel commented that orientation sometimes skims over things trying to make it fun.

Co-Chairs overview was provided by Israel.

- There was some discussion of the CDC's alleged censorship of HPLS materials; including deleting mention of a tour of Eros.
  - ⇒ Ed Byrom asked who did the censoring MMAC or CDC.
    - Israel responded that, according to Thomas Knoble, it was CDC that said "No."
    - He added that sometime the censorship is self-imposed by providers afraid of offending what they believe to be the CDC, or others', sensibilities.
    - He suggested such incidents are opportunities to educate the CDC.
  - ⇒ Israel then explained that letters of complaint could be sent.
    - Perry suggested that rather than avoiding being "too San Francisco" any such letter should state its case because SF should move the average toward the progressive.

Discussion followed about information distributed and being available at the booth.

#### Attendance Policy

After review of a draft tally of members' attendance at Council and Committees the members discussed application of the Attendance policy, including the following.

- It was suggested the tally highlight those members at risk of violating the policy.
  - The attendance requirements of the policy were read aloud, as well as the provision for Emeritus Status.
  - It was noted that some current members are close to, or in violation of the Policy, and that if a member is in violation her/his membership is automatically terminated and that member should be invited to be an Emeritus (non-voting) member.
    - ⇒ It was noted that one member, Marcel Miranda, has exceeded the allowable number of absences, therefore his membership is terminated. He should be asked if he wishes to continue participation on an Emeritus basis.
    - ⇒ It was noted that Marcel has applied for renewing his membership in the 2006 term.
  - It was confirmed that the policy should be enforced as approved by the whole Council.
- Proposal was made and accepted by consensus that the HPS professional staff be empowered to notify members of the termination of their Council membership due to violation of the policy as well as inform members when/if they approach such violation.
- ⇒ HPS will provide an update to Co-Chairs next week.

#### Arriving Late/Leaving Early Policy - Full Attendance

- Ed suggested reviewing the policy regarding what constitutes Full Attendance as some members arrive late and/or leave meetings early.
- Israel noted that it is difficult to track when members arrive and/or leave.
- Discussion followed about the definition of Full Attendance, without consensus. Suggestions included:



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

August 25, 2005

- ⇒ That arriving late and leaving early should be thoroughly reviewed with prospective members during the recruitment/interview process.
- ⇒ Send the matter to the Membership Committee who could review it and combine it with other proposed policy changes.
- ⇒ Each Committee should make its own rules on Full Attendance.
- ⇒ It was noted that missing a vote is the significant event, and that if one misses a vote that member is not in attendance.
- ⇒ A specific number of tardies could equal an absence.
- ⇒ There needs to be mechanism for checking arrivals and departures at Council meetings.

Israel suggested and there was general agreement that this topic be reviewed at the September Steering Committee meeting (09/22/05).

#### Community Member Policy

The following suggestion was discussed:

*"The Membership/Community Liaison Committee recommends that solicitation for Community Members for committees of the HPPC be completed by the 3<sup>d</sup> committee meeting of the year. Community Member applications received after the 3<sup>d</sup> committee meeting will be encouraged to attend and participate as non-voting members of that committee."*

- The 3<sup>rd</sup> committee meeting would be in either March or April as not all committees schedule a meeting in January.

There were no objections or abstentions. The motion was approved.

#### 6. Discuss September 26 Joint HPPC/CARE Council Meeting

A draft Agenda for the 09/25/05 meeting was distributed, copies of which are available to absent members upon request.

- It was noted that George Ayala would fly in from LA to explain the APLA initiative.
  - ⇒ Question was raised if the time allotted was sufficient. Discussion followed.

It was agreed by consensus that the APLA presentation would not be included in this agenda.

- There was discussion of the need for the Cooperative Agreement to be on the agenda.
  - ⇒ The HPS will send out materials in preparation for the Council's discussion.

Discussion followed about what to have on the agenda during the joint session with the CARE Council. The agenda will be finalized in discussions between the Co-Chairs of both Councils.

Suggested topics proposed include:

- Reauthorization (SF may lose \$9 M)
  - ⇒ Discussion what the impact of reauthorization
  - ⇒ An explanation of what Reauthorization is -- "Reauthorization 101."
  - ⇒ An explanation of what is meant by the "Hold Harmless" provisions.
  - ⇒ There needs to be an outcome of the discussion - what do the Councils want to do about Reauthorization.

It was agreed that this was the top priority for joint Councils discussion.

- How the Councils are working together (as a backup topic)



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

August 25, 2005

⇒ It should include how the PWP is working.

- Unique Identifiers / Names Reporting (as an alternative backup topic)

Israel explained that the Co-Chairs have already discussed if the Care Council has issues it wants to address with the Prevention Council. He also noted that participants should probably have nametags and that the meeting will be too large for an icebreaker question.

#### 7. Cooperative Agreement/Indicators Discussion

Lisa provided overview of the Cooperative Agreement process. She distributed copies of a document entitled, "2004 CDC HIV Prevention Program Indicators," copies of which are available to absent members upon request. She noted that copies of the CDC Application would be sent to members by email. She also explained:

- ⇒ This data will be updated a little, and will be included in the Application.
- ⇒ There will be an open meeting regarding the Application at the AIDS Office on 09/08/05 (the regular Council meeting date).
- Israel noted that the Grid of services provided is still in process.
- Perry noted that indicator H3 - "*Mean number of outreach contacts required to get 1 person to access (a) CTR...*" doesn't recognize that this is about building relationships and that's how it should be funded.
  - ⇒ Lisa and Israel pointed out that the indicators come from the CDC.
  - ⇒ Israel suggested exploring what could be done to overcome the barriers to building such relationships.
  - ⇒ Perry added that this indicator causes frustration, whatever number of contact it takes to get someone to trust the counselor is what it takes and it can't be rushed.
  - ⇒ He suggested such a goal is particularly unproductive if the objective is to collect data and/or get men into care that won't admit to engaging in sex with other men.
  - ⇒ Discussion followed about agencies that continue to be funded although they don't participate in outreach.

#### 8. Epi Chapter Update - Harder and Co.

Clare provided the update that she has contacted Willi McFarland's office and has set up an a meeting 09/06/05 which will included Tracey Packer's participation.

#### 9. Closure and Evaluation

Israel reminded members of the evaluation Zoomerang. Meeting adjourned at 4:56PM

The minutes were prepared by David Weinman and reviewed by Lisa Reyes and Israel Nieves-Rivera

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY 09/27/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A**

HIV Prevention Planning Council  
 Steering Committee  
 Thursday, September 22, 2005  
 3:00-5:00 PM  
 25 Van Ness Avenue, Suite 330A  
 San Francisco

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Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                            | 3:00 – 3:10 PM |
| 2. Public Comment                                       | 3:10 – 3:20 PM |
| 3. Approval of Minutes from August 25th (vote)          | 3:20 – 3:25 PM |
| 4. Debrief September 8th HPPC Meeting                   | 3:25 – 3:40 PM |
| > Review Process Evaluation Memo                        |                |
| 5. Committee and Co-Chair Updates:                      | 3:40 – 4:20 PM |
| > Co-Chairs – Attendance/Tardy Follow-up                |                |
| > Youth   |                |
| > Substance Use & HIV Risk                              |                |
| > Prevention with Positives                             |                |
| > Membership/Community Liaison                          |                |
| -New member orientation                                 |                |
| > Update on city/state/federal issues                   |                |
| 6. Discuss September 26 Joint HPPC/CARE Council Meeting | 4:20 – 4:50 PM |
| - IPR Presentation planning                             |                |
| 7. Closure and Evaluation                               | 4:50 – 5:00 PM |

**Next Meeting: October 27, 2005, 3:00 – 5:00 p.m.**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

September 22, 2005

**Members Present:** Gayle Burns, Edward Byrom, Thomas Ganger, Israel Nieves-Rivera, and Gwen Smith.

**Members Absent:** John Newmeyer, Frank Strona, Perry Rhodes III, and Steven Tierney.

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Lisa Reyes (HPS), and David Weinman (note taker).

#### 1. Welcome and Announcements

Gayle Burns called the meeting to order at 3:07 PM asking attendees to introduce themselves and make announcements. The icebreaker question was to share a colloquial expression from whatever region attendees are from.

#### 2. Public Comment

None

#### 3. Approval of Minutes from August 25<sup>th</sup>

Motion was made and seconded to approve the minutes from the 08/25/05 meeting.

- Gwen Smith noted that her attendance was not included.
- Eileen Loughran noted that Chadwick Campbell is not a member of this Committee.

No other corrections were offered and no objections were raised. Minutes were approved as amended.

#### 4. Debrief September 8th HPPC Meeting

This agenda item is in error as there wasn't Council meeting 09/08/05.

#### 5. Committee and Co-Chair Updates

##### Implementation of the Attendance Policy

Gayle introduced the subject noting that two members are in violation of the policy. Israel Nieves-Rivera pointed out that the Co-Chairs were instructed to implement the policy at the last Steering Committee 08/25/05.

- Both of the members presently in violation have been talked with.
- One of the members declined the offer of Emeritus status, has accepted his membership's termination, albeit with regret and explanation.
- The other member has cited health issues as cause for her/his absences.
  - ⇒ It was noted that, due to Steven Tierney's schedule he hasn't been able to reach this member to discuss the matter.
  - ⇒ It was also pointed out that this member was not contacted with warnings that his/her membership was in jeopardy.
  - ⇒ The member has questioned if it is appropriate to terminate her/his membership in light of the whole situation.

## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

September 22, 2005

- ⇒ This member has also expressed intention to appeal the termination of his/her membership and plans to attend, and vote at, the 09/26/05 Council Meeting.

Discussion followed including the following.

- Ed Byrom noted that this sort of situation was inevitable.
- He also suggested that this Committee has some responsibility for not having monitored the attendance statistics regularly and by not informing members of their jeopardy.
  - ⇒ He suggested that the Membership Committee impress upon new members the importance of attendance.
- Israel pointed out that there would be a roll-call vote at the 09/26/04 meeting.
- Tracey Packer suggested that until a review of the particulars is made that the Committee not proceed to implementing the policy in this case.
  - ⇒ She also suggested that for clarity into the future, the policy might need amendment.
- Israel offered to talk with the member and seek a solution, and that he will inform his fellow Co-Chairs of the outcome of that discussion prior to the 09/26/05 Council Meeting.
- It was noted that several members have voluntarily stepped down when they had difficulty with attendance.
- Israel pointed out that the purpose of the new policy was to make evaluating attendance objective.
- Ed suggested that the Committee look at this instance as attempting to find a way of appropriately addressing a specific membership issue, not as a change in policy.

Agreement was reached that during an appeal process members should continue to enjoy full benefits of membership.

- Vincent noted that the Youth Committee's September meeting was an extra meeting and so absences should not apply to the provisions of the Attendance Policy.
- Vincent volunteered to talk with another member whose attendance record of four absences is close to jeopardizing his/her membership.
- Vincent pointed out that two other members with three absences have been talked with.
- In response to Lisa Reyes' question, it was noted that the policy calls for members getting written notice when their absences approach violation of the policy's terms.
  - ⇒ The HPS professional staff will decide how to handle notification into the future.

#### Tardiness

Gayle noted that the Membership Committee has this item on their agenda for discussion. She suggested that she make an announcement at the 09/26/05 Council Meeting that the Steering and Membership Committees are exploring this topic.

- Gwen noted that some of the people who are often tardy might not be there if Gayle makes such an announcement at the beginning of the meeting.
  - ⇒ Gayle suggested she make the announcement at the beginning and at the break.

The Substance Use and HIV Risk Committee overview was provided by Vincent Fuqua.

- This Committee is getting ready to present its recommendations at November Council meeting (11/10/05).
- The Committee has two more meetings before their presentation.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

September 22, 2005

The Youth Committee overview was provided by Israel Nieves-Rivera.

- The Committee reviewed the recommendations they will make to the Council at their presentation.

The Prevention With Positives Committee overview was provided by Ed Byrom.

- The Committee will finalize their recommendations to the Council at their next meeting.
  - ⇒ Those recommendations will include both general and specific recommendations.
- They would like to make presentation at the 11/10/05 Council meeting.
- Israel noted that UCHAPS (Urban Coalition of HIV/AIDS Prevention Services) has decided to add Prevention with Positives (PwP) to its agenda.
  - ⇒ He added that there would be a PwP presentation at the 09/26/05 joint Councils meeting.
  - ⇒ Tracey pointed out that the presentation would be somewhat general and would incorporate the definition the joint PwP Committee agreed upon.

The Community Liaison/Membership Committee overview was provided by Thomas Ganger.

- The Committee has concluded interviews of perspective new Council members and it is ready to make recommendations.
  - ⇒ This announcement was met with applause.
- The Committee is working on the program for the teambuilding Council meeting 12/08/05.
- The Committee will make its presentation to the Council 10/13/05.
- In response to Ed's question, Thomas explained that the Committee has received 22 applications for membership and that there will be 11 seats open and 4 alternate positions.
  - ⇒ He added that with the membership changes noted above there could be 13 seats open with 2 alternates.
- Gayle observed that with the recommended new members there would be a good representation of the community's and epidemic's demographics.
- Tracey noted that Mitch Katz, Director of the SFDPH, would send out letters officially inviting the selected applicants to join the Council.
- She also asked that the Committee's presentation include how the process tries to achieve full representation, how it addresses gaps so that the Council reflects both the epidemic and the community.
- Eileen noted that the dates for new member orientation have not been set, and invited members to participate, as well as to consider being a 'Mentor.'

Co-Chairs overview was provided by Israel Nieves-Rivera.

- UCHAPS and US AIDS Conference were scheduled for 9/27-28/05 in Houston, but due to hurricane Rita it may be rescheduled.

#### 6. Discuss September 26 Joint HPPC/CARE Council Meeting

A draft Agenda for the Council's 09/26/05 meeting was distributed, copies of which are available to absent members upon request.

- Israel noted that the CARE Council (the HIV Health Services Planning Council) wanted more topics on the agenda than the single topic proposed by the HPPC, so the agenda will be tight.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

September 22, 2005

- Ed asked if there would be some sort of vote regarding Reauthorization of the CARE Act.
  - ⇒ Lisa suggested adding "possible vote" after the agenda items shared by both councils.
  - ⇒ Tracey noted that while the HPPC and CARE Councils have different procedures and policies which may impact any possible vote at the upcoming meeting.
  - ⇒ Ed noted that the CARE Council has public comment after each item.
- Tracey suggested asking the CARE Council's Co-Chairs what the HPPC can do to demonstrate support.
- As to the priorities for 2006, HPPC members will be asked to make suggestions on their Evaluation Forms (see below).

Lisa will amend the agenda and re-post it.

#### Interim Progress Report (IPR) Presentation

Tracey noted that she would make this presentation, which will include examples of how the indicators are drawn up. She will also talk about next year's priorities and the budget.

- Ed asked about the discussion at the Cooperative Agreement/IPR meeting (09/08/05).
  - ⇒ Tracey noted that there was discussion about the number of BRPs, which was increased to draw special attention to PwP.
  - ⇒ She added that there was also discussion about names reporting.

#### **October Council Meeting (added)**

A draft agenda for the 10/14/05 Council meeting was distributed, copies of which are available to absent members upon request.

- In response to a question, Tracey explained that the "*Breakfast Buffet*" is not a meal, but the provision of services by van during the late night (early AM) in areas adjacent to popular clubs.
  - ⇒ She added that part of the "*Breakfast Buffet's*" findings is that people actually do access services late night; they had a good response.
  - ⇒ Tracey also explained that, time permitting, Valerie would like to make a presentation on the "*Breakfast Buffet*."
- Discussion followed about the amount of time to allocate for Committees' presentations.
  - ⇒ The Membership Committee's presentation will probably take between 10-15 minutes, and so, with questions and comments, 30 minutes should be sufficient.
    - The Committee will not bring up the Attendance Policy during their presentation.
  - ⇒ The Youth Committee's presentation will probably take between 15-20 minutes, with 15 minutes for discussion, or 30-35 minutes total.
    - It was noted that the Committee has three pages of recommendations.
    - Tracey suggested that the Committee move that Council accept all of their recommendations in a block, and allow any changes to be dealt with by amendment.
    - She also suggested the motion be made before, and the vote be held after the break.
- It was suggested that the "*Breakfast Buffet*" be allotted time on October the agenda.
- There was also discussion about having two breaks - one between Committees and the other after Committees' presentations.



## HIV PREVENTION PLANNING COUNCIL (HPPC)

### Steering Committee

#### Action Minutes From Meeting:

September 22, 2005

- There was agreement that the Council is not ready to talk about the plans for 2006.
  - ⇒ It was suggested and agreed that:
    - The Co-Chairs discuss suggestions offered on the evaluation forms from the 09/26/05 and 10/20/05 Council meetings;
    - The Steering Committee discuss those suggestions at its 10/27/05 meeting; and
    - The Steering Committee submit its recommendations at the 11/10/05 Council meeting.
  - ⇒ Some initial suggestions include:
    - Monitoring and Evaluation Committee
      - \* Including PEMS, effectiveness, satisfaction;
    - PwP Committee;
    - Strategies and Integration Committee
      - \* Reviewing the Strategies chapter of the Plan, as well as DEBIs and REPs,
      - \* Collaboration with HVC efforts, STD Division, Substance Abuse Division, and others;
    - Community Liaison/Membership Committee; and
    - A fifth committee to explore other pressing issues.

Lisa will adjust the Agenda as per the Committee's discussion.

#### 7. Closure and Evaluation

Gayle thanked members for their participation. The meeting adjourned at 4:23PM.

The minutes were prepared by David Weinman and reviewed by Lisa Reyes and Gayle Burns.

*THE NEXT MEETING IS SCHEDULED FOR THURSDAY 10/27/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE 330A*



San Francisco  
HIV Prevention Planning Council  
Steering Committee  
Thursday, October 27, 2005  
3:00-5:00 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco

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Agenda

1. Welcome and Announcements 3:00 – 3:10 PM
2. Public Comment 3:10 – 3:20 PM
3. Approval of Minutes from September 22nd (vote) 3:20 – 3:25 PM
4. Debrief October 13th HPPC Meeting 3:25 – 3:35 PM
  - Review Process Evaluation Memo
5. Committee and Co-Chair Updates: 3:35 – 4:05 PM
  - Co-Chairs – HPPC Meeting logistics
  - Youth
  - Substance Use & HIV Risk
  - Prevention with Positives
  - Membership/Community Liaison
  - Update on city/state/federal issues
6. Epi Plan Update Discussion 4:05 – 4:30 PM
7. Discussion on 2006 Plans for HPPC 4:30 – 4:50 PM
8. Reschedule November Steering meeting 4:50 – 4:55 PM
9. Closure and Evaluation 4:55 – 5:00 PM

Next Meeting: TBD

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 27, 2005

**Members Present:** Gayle Burns, Edward Byrom, Thomas Ganger, Gwen Smith, John Newmeyer, Frank Strona and Steven Tierney

**Members Absent:** Perry Rhodes III, Israel Nieves-Rivera

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Lisa Reyes (HPS), and Kym Dorman (H+Co), Greg Juren (note taker).

#### 1. Welcome and Announcements

#### 2. Public Comment

#### 3. Approval of Minutes from September 22nd

Motion was made and seconded to approve the minutes from the 9/22/05 meeting.

No other corrections were offered and no objections were raised. Minutes were approved as amended.

#### 4. Debrief October 13th HPPC Meeting

- It was noted in the Process Evaluation notes provided by Kathleen Roe that members of the HPPC and Co-chairs of the Council will like to use the State Building for future HPPC meetings. Arrangements will be made for future meetings.

#### 5. Committee and Co-Chair Updates

- To put HIV prevention in a national context, Steven explained that the CDC five year strategic plan might be converted into a 10 year plan in order to coincide with Healthy People 2010. He mentioned that the goal to reduce HIV infection by half will remain as well as the strategy to increase the number of people who know their status.

The committee proceeded with committee and co-chair updates:

Co-Chairs overview was provided by Steven Tierney.

- The co-chairs meeting was dedicated to discussing the plans for HPPC committees in 2006. Suggestions and discussion will follow.

The Substance Use and HIV Risk Committee overview was provided by John Newmeyer

- This Committee is prepared to present its recommendations at November Council meeting (11/10/05).

The Youth Committee overview was provided by Vincent Fuqua.

- At the last committee meeting, the group discussed the fact that the council approved a long list of recommendations without any questions. There was discussion about how to improve council engagement.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 27, 2005

The Prevention With Positives Committee overview was provided Edward Byron.

- The Committee will finalize their recommendations to the Council at their next meeting.
  - ⇒ Those recommendations will include both general and specific recommendations.

The Community Liaison/Membership Committee overview was provided Thomas Ganger.

- Thomas mentioned that this committee is planning the New Member orientation for November 8<sup>th</sup>. They are also meeting with folks to plan the diversity training for the December HPPC meeting.

## 6. EPI Plan Update Discussion

- Kym Dorman presented the draft essential components for EPI update which include the following sections:
- Overview
  - What we know from past
- Reason for update
  - To communicate any substantial changes in epidemic to HPPC since the plan was written
  - What is different now than in beginning of 2004 that will impact prevention?
  - What are the Epi trends?
- Explain what consensus process is
  - What the purpose is; who was there; what results were (then from feedback from HPPC add what the gaps and recommendations are)
  - Any EPI process is challenging and it is typical to have specialists/scientists meet and agree on trends and latest data
- Present important trends, summarize changes (since plan was written), and where epidemic is going in 2006 (in bullets)
  - Identify number of people who tested outside of public health system (estimate % of people who test and receive services outside of public health system)
  - Identify number (and percent) of people who are late
  - Reflect on why only 8% of new infections are among youth
  - Reflect on stats related to African American MSM
  - Reflect on why STD/I rates are high, but HIV rates are low in BVHP and Visitation Valley among young people.
- Themes could include incidence of HIV in SF is going down, STD trends (e.g., syphilis) [looks at STOP AIDS survey]
- Estimated timeline
  - Willi will be done with the process and will present to council in Jan; the council meeting will be part of consensus process
  - The update will be written after that in order to capture all input

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 27, 2005

#### 7. Discussion on 2006 Plans for HPPC

- Overall the committee talked about how it is an appropriate time for the council to move away from focusing on service delivery models and towards looking at service systems and systems change. The group talked about prioritizing discussions around: Funding changes, Evidence-based programs, Reframing internal systems to lay the groundwork for the future.
- The committee continued the discussion started in the co-chairs meeting and agreed to develop scopes of work on the following committees:

Possible committees	Key Questions	Key issues
A) Membership Community Liaison and B) Steering	Standing committees and could return to 2 committees	
1) SF Leadership Initiative	<ul style="list-style-type: none"> <li>What do we want to focus on in 2006 for SF Leadership Initiative? <ul style="list-style-type: none"> <li>How do we define SFLI?</li> </ul> </li> <li>What is our policy stance around names reporting?</li> </ul>	
2) Making connections: HIV prevention beyond traditional prevention borders  or  Prevention in a broader context	<ul style="list-style-type: none"> <li>How is collaboration done with CARE Council (PWP)?</li> <li>Can we impact policy issues to impact people at risk for HIV? <ul style="list-style-type: none"> <li>What is housing doing in SF to meet the needs of PWP and people at risk for HIV (e.g., HOPWA)?</li> <li>Is there a policy vehicle to increase housing possibilities for people at risk for HIV?</li> </ul> </li> <li>How should we work with other departments to identify where overlap is in working with HIV prevention? (e.g., BH)</li> </ul>	<ul style="list-style-type: none"> <li>PWP</li> <li>Housing</li> <li>STD</li> <li>Behavior Health</li> </ul>
3) Theory to Action: Gettin' it done	<p>This committee would follow up on past HPPC prioritized topics including, but not limited to the following:</p> <ul style="list-style-type: none"> <li>Youth Topics</li> <li>Substance use topics</li> <li>How do we follow up on topics from previous years?</li> </ul>	<ul style="list-style-type: none"> <li>Police</li> <li>Schools</li> <li>HD/HPS</li> <li>State</li> </ul>
4) Promoting strong interventions	<ul style="list-style-type: none"> <li>What should be in strategies and interventions chapter to ensure that providers use the most effective approaches?</li> <li>How do we want to talk about evidence-based interventions? Which do we want to prioritize?</li> <li>Are appropriate tools being used to answer evaluation questions posed in the evaluation strategic plan?</li> </ul>	<ul style="list-style-type: none"> <li>Strategies and Interventions</li> <li>PEMS</li> <li>DEBIS/REP</li> </ul>



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

October 27, 2005

Possible committees	Key Questions	Key issues
	<ul style="list-style-type: none"><li>▪ Is PEMS providing information about the impact of services? Is this tool appropriate?</li></ul>	
Working Group on Cost analysis	<p>The group discussed developing a working group that the AO staff would head along with a consultant and work with the council members and H+Co, as appropriate.</p> <ul style="list-style-type: none"><li>▪ What is the best way to describe prevention service by cost?<ul style="list-style-type: none"><li>▪ What does "X" service cost? What is appropriate range of costs?</li><li>▪ What are differences between services?</li><li>▪ Should there be \$ caps?</li><li>▪ How do you quantify services? What is best way to do that?</li><li>▪ How would the unit of analysis system be applied to "X" DEBI service?</li><li>▪ How do you calculate services in similar way?</li><li>▪ What strategies should we prioritize?</li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ Program cost analysis</li></ul>

#### 8. Reschedule November Steering Meeting

- Next steering committee meeting is on November 17 from 4:00- 5:30

#### 9. Closure and Evaluation

Steven thanked members for their participation. The meeting adjourned at 4:23PM.

The minutes were prepared by Kym Dorman, Lisa Reyes, Tracey Packer, and Eileen Loughran.

***THE NEXT MEETING IS SCHEDULED FOR THURSDAY 11/17/05  
FROM 4:00 PM TO 5:30 PM - 25 VAN NESS AVE., SUITE 330A***

HIV Prevention Planning Council  
Steering Committee  
Thursday, November 17, 2005  
4:00-5:30 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco

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Agenda

- |   |                |
|---|----------------|
| 1. Welcome and Announcements                    | 4:00 – 4:10 PM |
| 2. Public Comment                               | 4:10 – 4:20 PM |
| 3. Approval of Minutes from October 27th (vote) | 4:20 – 4:25 PM |
| 4. Debrief November 10th HPPC Meeting           | 4.25 – 4:35 PM |
| > Review Process Evaluation Memo                |                |
| 5. Committee and Co-Chair Updates:              | 4:35 – 4:50 PM |
| > Co-Chairs                                     |                |
| > Youth   |                |
| > Substance Use & HIV Risk                      |                |
| > Prevention with Positives                     |                |
| > Membership/Community Liaison                  |                |
| > Update on city/state/federal issues           |                |
| 6. Discussion on 2006 Plans for HPPC            | 4:50 – 5:15 PM |
| 7. Review December HPPC Agenda (possible vote)  | 5:15 – 5:25 PM |
| 8. Closure and Evaluation                       | 5:25 – 5:30 PM |

**Next Meeting: December 22, 2005, 3:00 – 5:00 PM**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. Donna Hall, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone: 554-7724, Fax: 554-7854, E-Mail: Donna\_Hall@ci.sf.ca.us.



P.02

HIV Prevention Planning Council  
Steering Committee  
Thursday, December 15, 2005  
3:30-5:00 PM  
25 Van Ness Avenue, Suite 330A  
San Francisco

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Agenda

- |  |                |
|--|----------------|
| 1. Welcome and Announcements                         | 3:30 - 3:40 PM |
| 2. Public Comment                                    | 3:40 - 3:50 PM |
| 3. Approval of Minutes from October 27th (vote)      | 3:50 - 3:55 PM |
| 4. Debrief December 8h HPPC Meeting                  | 3:55 - 4:10 PM |
| ➤ Review Process Evaluation Memo                     |                |
| 5. Committee and Co-Chair Updates:                   | 4:10 - 4:20 PM |
| ➤ Co-Chairs  |                |
| ➤ Youth  |                |
| ➤ Substance Use & HIV Risk                           |                |
| ➤ Prevention with Positives                          |                |
| ➤ Membership/Community Liaison                       |                |
| ➤ Update on city/state/federal issues                |                |
| 6. Discussion on 2006 Plans for HPPC (possible vote) | 4:20 - 4:45 PM |
| 7. Review January HPPC Agenda (possible vote)        | 4:45 - 4:55 PM |
| 8. Closure and Evaluation                            | 4:55 - 5:00 PM |

**Next Meeting: January 26, 2005, 3:00 - 5:00 PM**

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities. Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

December 15, 2005

**Members Present:** Gayle Burns, Edward Byrom, Thomas Ganger, Israel Nieves-Rivera, Tracey Packer, Perry Rhodes III, and Frank Strona.

**Members Absent:** Gwen Smith, John Newmeyer.

**Professional Staff:** Vincent Fuqua (HPS), Eileen Loughran (HPS), Lisa Reyes (HPS), and Kym Dorman (Harder + Co), Clare Nolan (Harder & Co), Aimee Crisosotomo (Harder & Co) and David Weinman (note taker), Kathleen Roe (Process Evaluator).

#### 1. Welcome and Announcements

Gayle Burns called the meeting to order at 3:43 PM and welcomed attendees. The icebreaker question was, 'What was your 2005 New Year's resolution and did you achieved it?'

#### 2. Public Comment

There was no Public Comment.

#### 3. Approval of Minutes from October 27<sup>th</sup>

Motion was made and seconded to approve the minutes from the 10/27/05 meeting.

No corrections or objections were raised. Minutes were approved with Perry Rhodes III and Israel Nieves-Rivera abstaining.

#### 4. Debrief December 8<sup>th</sup> HPPC Meeting

Discussion centered around the documents entitled, "*Process Observations: December 8, 2005 HPPC Meeting*," "*Participant Dialogue Boxes December 8, 2005*," and "*Process Evaluation December 8, 2005*," all of which had previously been distributed by email. Comments included the following.

##### Diversity Among Facilitators

There were comments in both the *Dialogue Boxes* and the *Process Evaluation* documents regarding use of female facilitators.

- Frank Strona noted that women facilitated the last few meetings.
- Thomas Ganger noted that Marcus Arana was originally chosen to facilitate the training. Unfortunately, there was a conflict with his job, so he suggested that we contact Simma Lieberman.
- Perry observed that objections were raised about the male of the male/female facilitation team from CoAction last year.
- Israel pointed out that there are clearly social/sexual power dynamics in the world. The question is whether that is in effect within the HPPC; if so it needs to be addressed.
- Perry suggested that while power dynamics -- racial, social, and sexual -- exist in the Council, and within the prevention community in general, that it is not harsh, or out of control, nor does he feel personally discriminated against.
- Kathleen Roe noted that the Council has always scored highly in participation, indicating participants feel empowered.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

December 15, 2005

#### Familiarity with the HPPC

It was suggested that whoever conducts the training should be more familiar with the Council dynamics.

- Kathleen Roe suggested that the trainer/facilitator could consult with her and review the process evaluation data before conducting a workshop.
- Frank suggested that the facilitator's attendance at a Council meeting should be part of their service contract.
  - ⇒ Thomas explained that the originally scheduled facilitator was contracted to observe the preceding Council meeting.
- Israel suggested that a facilitator's lack of specific knowledge about the HPPC might also leave her/him without preconceived notions.
- Gayle noted that some facilitators have attended meetings, but still didn't do a great job.

#### In General / Next Steps

- Kathleen suggested that the next meeting -- perhaps quarterly -- take up where this left off.
- Gayle said that the first part of the meeting was serious, but it got much lighter and more relaxed during the facilitator's portion, and that overall it went well.
- Perry suggested meeting with the facilitator in advance to review the exercises as some participants have done some specific exercises several times.
- Israel pointed out that 2005 has been an emotional year, starting and ending with loss; and yet the Council continued to smile and keep working.
- He also noted that the Council did a lot of work and heard a lot of presentations, which was particularly impressive since this was not a "Plan-writing" year.
- Kathleen said that she has been asked to facilitate the Diversity trainings in the past. She explained that she couldn't really do both Process Evaluation and provide Diversity Training.
- Kathleen also asked members to think about, and let her know, if the forms currently used are what the Council needs for continued development.

## 5. Committee and Co-Chair Updates

Co-Chairs overview was provided by Gayle Burns.

- Gayle noted that the Co-Chair's meeting ended immediately before this meeting and that the content is reflected in this meeting's agenda/discussion.

The Substance Use and HIV Risk Committee overview was provided by Frank Strona.

- The committee completed the tasks that it has set for itself.
- If there is a next step it is development of a strategic plan addressing the issues raised by the Committee's definition and framing of the current situation.
  - ⇒ Tracey noted that there has been discussion of the formation of a committee, or working group, to do follow-up of issues identified by the various Committees.
  - ⇒ Lisa Reyes will be working on this group.
  - ⇒ Frank noted that SF DPH's Behavioral Health Section has just issued an RFP and suggested coordinating with them in regards to the Committee's recommendations.



# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

December 15, 2005

The Youth Committee overview was provided by Perry Rhodes III.

- The Committee stayed on target with their goals.
- Members decided to forego their December meeting.
- They have arranged for Kevin Gogin from the SF Unified School District (SFUSD) to speak with the whole Council.
- The Committee will also continue to attempt to get feedback from the Youth Commission.
- HPS staff that worked on the Youth committee will provide guidance on the writing of the Youth RFP, to ensure that the recommendations are reflected.

The Prevention With Positives Committee overview was provided Edward Byron.

- The Committee will meet again next week.
- They have done and will continue to do some brainstorming for next year's work.
- Early next year they will make a presentation to the CARE Council and will move that they adopt the suggestions / recommendations of the Committee.

The Community Liaison/Membership Committee overview was provided Thomas Ganger.

- The Committee felt it did a lot of work, particularly with only three members, although the Professional Staff supplemented their work greatly.
- They did some brainstorming for next year, including discussing the next diversity training.
- They would like to take a couple of minutes on the January meeting agenda to let people know what they are planning to do in 2006.
  - ⇒ Eileen noted that the committee members agreed to continue to have two training workshops per year. The committee felt that the second workshop could be conducted internally as it tends to be lighter, and focused on celebration.
- Eileen added that the Committee has recognized that not all members have the same level of expertise, particularly in technical issues.
  - ⇒ The committee discussed conducting a Needs Assessment (by paper, or email survey) and then have trainings -- such as brown-bag lunches -- to address the gaps.
- Israel suggested that members' (particularly new members') knowledge of Epidemiology data and terminology be addressed as the Council will be part of the Consensus process.
- Kathleen noted that in the past the Council used a survey asking members about their knowledge on issues, and about expertise with wonderful results.
- Frank noted that the CDC produced a great brochure on Epi data that could be distributed.
  - ⇒ He added that this is particularly important as the Council focuses on youth, who could not be expected to have this sort of expertise.
- Kathleen added that she is available for teaching and/or putting together a brochure.
- Frank suggested that attending "brown-bag" meetings might be used to address members' attendance issues. For example, attending a certain number of brown bag meetings could be used to "credit" an absence.

Update on City, State and Federal Issues provided by Tracey Packer.

- Work continues on implementing PEMS, including scanning forms and capturing legacy data.
  - ⇒ There is some concern that the system is not really ready.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

December 15, 2005

- Frank noted that the California HIV Planning Group (CHPG) is in the process of setting its schedule for 2006 adding that it will expand membership to include CARE.
  - ⇒ He will forward applications for the 11-14 openings for distribution to members.
- Frank pointed out that the CHPG's website would soon be up and accessible.

#### 6. Discussion on 2006 Plans for HPPC

Gayle distributed the documents entitled, "*Ideas for HPPC Committees 2006*," and, "*2006 Committee Ideas*," the former was provided by email to all members in advance of the meeting, and the latter available to absent members upon request. There will be four Committees for 2006:

1. Membership/Community Liaison;
2. SF Leadership Initiative;
3. Making Connections: HIV Prevention Beyond Traditional Prevention Boards; and
4. Promoting Strong Prevention.

Tracey explained that these are a result of the Co-Chairs' discussion refined and by Harder & Company. Discussion of the Committees followed.

#### Membership/Community Liaison Committee

- It was suggested that a template be prepared for compliance to PIR.
- The Scope of Work (SOW) should include new member recruitment.
- Look internally for training and conducting a Needs Assessment.
- Perry suggested that although concerns have been expressed about it, the Attendance Policy is new and should be given a year of operation for evaluation.
  - ⇒ It was agreed the Process Evaluation team will help in reporting members' compliance to the policy and that the Professional Staff would regularly and promptly report attendance to that team.

#### Working Groups

- Cost Analysis
  - ⇒ Frank suggested that if this is only a Working Group and without deliverables it's purpose might be lost, stressing that he didn't want this to fall through the cracks.
  - ⇒ Israel suggested this is beyond the scope of HPPC, however, it would be valuable to look at it with the understanding that it probably isn't something that can be done in a year.
  - ⇒ He added that overall the HPPC's strategy should be to ensure effective programs.
  - ⇒ Tracey explained that this is not really Cost Analysis, but rather the group should look at how to use Units of Service (UOS) to evaluate prevention.
    - She noted that such measurements are common on the CARE side, difficult to apply to prevention, and that this is a big, worrisome, task.
  - ⇒ Frank suggested that a Working Group might be a good way to get Contract Managers from various providers involved.
- Kym noted that the documents would be synthesized into something to be sent out to members as part of Committee recruitment.

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Steering Committee

### Action Minutes From Meeting:

December 15, 2005

The Co-Chairs Committee moved to accept the Committees as proposed. There was no further discussion. The motion was approved without objection or abstention.

#### 7. Review January HPPC Agenda

Gayle explained the Co-Chairs' topic suggestions as being:

- Discordant Rapid Test Results
- Names Reporting
- Kevin Gogin - SFUSD
- UCHAPS rep vote
- Small Groups - 1<sup>st</sup> Committee meeting

Discussion followed including the following.

- Tracey explained that members would be asked for their first and second Committee assignment choices by email with a brief bullet-point overview of the Committees.
- Israel suggested that the Committee meeting include the Committees' Scope of Work.
- Tracey noted that the agenda is fairly packed, but is manageable, adding:
  - ⇒ The Discordant Rapid Testing item is important as HPPC needs to stay ahead of the news about it;
  - ⇒ Names reporting looks as if that will go through, and that it may be wise to invite a lawmaker to Council members' concerns, if any, to;
  - ⇒ Eileen questioned if it might be too much to have Kevin Gogin on the January agenda. She suggested rescheduling him to present in February. This will fit in with Willi's presentation on the Consensus data.
  - ⇒ Vincent Fuqua will check on his availability for February.
- Gayle noted that she invited a doctor from Kaiser who is working on Transgender issues and who would be hiring several Transgender folks to do some of the research. She added that this doctor would make public comment at the January Council meeting.

#### General Council Meeting Topics

- Kathleen suggested her taking group photos of each of the Committees at the beginning of the year to use at her end of year review.
- Tracey pointed out that the Epi Data is usually presented at the Council's January meeting, but that Willi McFarland has informed her that he has been delayed collecting and compiling the data and so his annual presentation has been delayed until the February meeting.
- Israel suggested, and it was generally agreed, that the first 2006 Team Building meeting replace the March 9<sup>th</sup> Council meeting.
- Tracey noted that Quaker House on 9<sup>th</sup> between Market and Mission would be used for the first three months of Council meetings, and is being considered for an ongoing meeting space.
  - ⇒ Some discussion followed about difficulties of using space in the State Building.
  - ⇒ Kathleen suggested putting together a grid of the meeting space criteria

#### 8. Closure and Evaluation

Kathleen said that Kevin would be sending out the zoomerang evaluation survey for the Steering

## HIV PREVENTION PLANNING COUNCIL (HPPC)

Steering Committee

Action Minutes From Meeting:

December 15, 2005

committee meeting. She said that the Process Evaluation team would like to work with Steering in 2006 on the best ways to evaluate committees.

Gayle thanked attendees for their participation. The meeting adjourned at 4:59PM.

The minutes were prepared by David Weinman and reviewed by Eileen Loughran, Vincent Fuqua, Gayle Burns, and Perry Rhodes III.

*THE NEXT MEETING IS SCHEDULED FOR THURSDAY 01/26/05  
FROM 3:00 PM TO 5:00 PM - 25 VAN NESS AVE., SUITE TBD*









